

Historic, Archive Document

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aTK5105
.875
.157N37
1996

NASS ON THE INTERNET

come visit us at: <http://www.usda.gov/nass/>

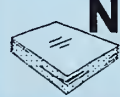
TRAINING FOR NASS EMPLOYEES



Reports by
Calendar



Search



NASS
Catalog



Subscribe
E-mail

U.S. Department of Agriculture
NATIONAL AGRICULTURAL STATISTICS SERVICE
PUBLICATIONS
NASS
TODAY'S
Reports

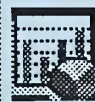
Ag Statistics
USDA



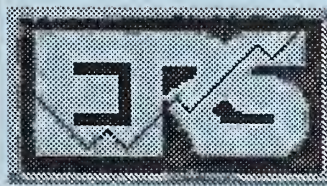
Statistical
Highlights 95/96



Crop
Weather



Ag
Graphics



Acknowledgments

The Internet Training Team (John Witzig, Jim Brueggen, Sam Bruner and Pat Joyce) submitted an Internet training plan to management on August 21, 1996. This training guide is a minimum to prepare staff to assist customers in this electronic environment.

The contributions of Headquarters staff, Rhonda Horton, Pat Joyce, Rosalind Covington and Jim Brueggen, to the NASS Home Page training guide are appreciated.

Special recognition is given to Carol Singer, Reference Librarian, and Joyce Bolton, Computer Instructor, from the REE-ARS-National Agricultural Library, for preparing the Netscape Training and Reference materials and presenting the sessions to NASS Headquarter's staff.

We also thank Jeff Geuder (Florida) and Marc Tosiano (New England) and their staff for comments and suggestions to improve this documentation for SSO use.



Netscape, Internet, and NASS Home Page Training

OBJECTIVES

- Familiarizing users with the basics of Netscape 2.0.
- Internet terms and definitions.
- Printing, saving, and e-mailing documents.
- Bookmark management.
- Other access to Internet information.
- Using search engines to find information.
- General surfing on the Internet.
- Other interesting Internet sites for NASS staff.
- A general tour of the NASS Home Page.
- Location of NASS reports and historic data and how they can be accessed.
- How to find specific data for a general request.
- How to utilize graphical data from the Internet.
- File format identification and use in various software.
- E-mail subscriptions.
- Provide Customer Service hints.

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

JUN 3 1997

CATALOGING PREP.

Netscape Navigator Training

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How to Use This Training Guide and Reference Material

The material in this guide was assembled to support both the hands-on training for Headquarters staff and the Computer Based Training (CBT) and self-paced learning for SSO staff. The order of assembly was determined based on **long-term Customer Service support**. Therefore, the NASS Home Page is the first section.

Part 1: The NASS Home Page documentation and exercises are presented first as long-term customer service support. Many of the exercises are from questions fielded by the Agricultural Statistics Hotline Team. The exercises are included here to help Staff understand how to locate various NASS data and to assist data users in utilizing the data NASS has available on the Internet.

Part 2: Exercises for **Introduction to Netscape** and **Intermediate Netscape** are presented next. These exercises include references to handouts that are contained in Part 3 of this guide. It is recommended that the "Referenced Handout" be read before going through the step-by-step exercises. The exercises permit you to try various software options and to build skill in use of the Netscape software and how to use the resources available on the Internet. The **Slide Show Presentation** frames used in the classroom sessions are included on page 91. These give a quick thumbnail view of some terms and definitions for the Internet.

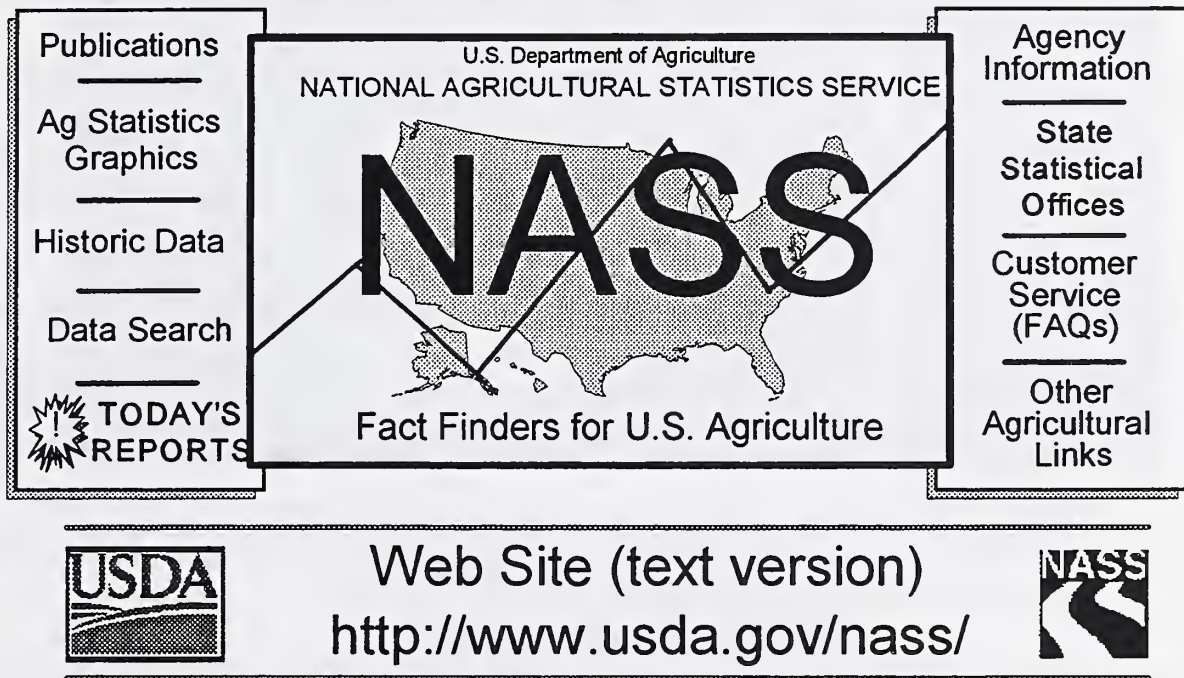
Part 3: These are the **Desk Reference** material (Handouts) used by the National Agricultural Library staff for demonstration and training. There is significant information contained in these reference material that are not addressed in the exercises. However, as you become more proficient on the Internet, the advanced material are included for your reference.

These exercises include references to handouts that are contained in Part 3 of this guide. It is recommended that the "Referenced Handout" be read before going through the step-by-step exercises. The exercises permit you to try various software options and to build skill in the use of the Netscape software and how to use the resources available on the Internet. The Internet Training Committee recommends that staff complete the **Introduction to Netscape Exercises** first. Exercises for **Intermediate Netscape** are presented next. The order for completing the Intermediate Netscape Exercises and NASS on the Internet is dependent on the staff member's job assignment and general computer skills. Staff members in positions with strong **customer service support** are encouraged to complete the **NASS on the Internet** exercises as soon as they understand the basics of Netscape.

Communication Policy Relative to Internet:

Policy and Standard Memorandum (PSM) No. 2-95 states relative to Internet: ... "The Internet should only be used to conduct official NASS business." ...

A General Tour of the NASS Home Page.



The NASS Home Page is made up of *graphical* and *character* parts to serve the widest range of data users possible. The graphical parts are generally friendlier--you don't have to be as precise with the mouse when navigating because you have a box or general area to click. The character parts require you to click on a specific word or groups of words.

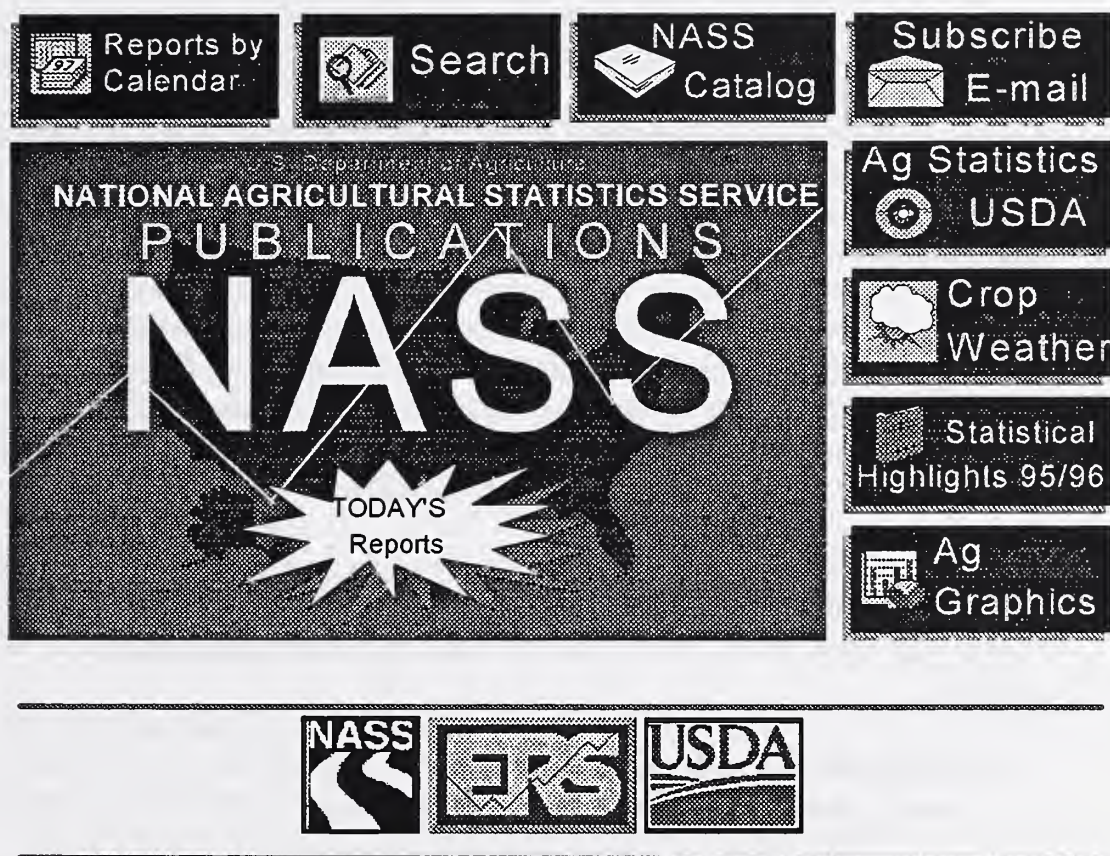
The NASS Home Page has nine graphical areas that can be clicked on to access information. The nine areas are:

- **Today's Reports** - This is a new page where reports are loaded as rapidly as possible at release time. It is planned that users of CIDS will retrieve our releases from this location when the current contract expires next year.
- **Publications** - This page is the access to NASS reports and data. Generally, these data are located on the Mann Library, Cornell University server. Reports can be accessed via a calendar, from a search result or from an alphabetic listing. The *Agricultural Statistics* book CD-ROM files, the *Statistical Highlights of the U.S.*

and various graphical data are also accessible. This page also links to the Crop Weather data including SSO reports, E-mail subscription through Mann Library, and the NASS portion of the catalog.

- **Ag Statistical Graphics** - This page provides access to NASS graphical material on economics, livestock, crops, and satellite imagery. The graphical data include county estimates, charts for the Secretary of Agriculture briefings, commodity charts, and satellite research maps.
- **Data Search** - This search utilizes the various data descriptions on the Mann Library server. A search can be made for a single word or group of words to identify the report or data product of interest if the title is not known. The **List by Agency** option permits the user to view the listing of reports and data products for each Agency individually.
- **Historic Data** - This area provides improved access to historic data files (diskette source). This page gives access to the data on Internet and the Catalog description for the diskettes. Information included are county data, historic State/US data, rankings, Statistical Bulletins, and etc.
- **Agency Information** - This area provides general information about NASS, including a list of commodities and specialists. Career opportunities and other job announcements are also presented here.
- **Customer Service (FAQs)** - This page provides answers to Frequently Asked Questions (FAQs) and other information related to the NASS reports and historic data.
- **State Statistical Offices** - This is the access to all SSO Home Pages.
- **Other Agricultural Links** - These are links to other Department of Agriculture agencies, the Ag. Census data at Oregon State University, and other sites.

Location of NASS Reports and How They Can Be Accessed.



The **Publications** page is the recommended access for data users. This page provides multiple access methods, including look-up via a calendar, keyword search, or by title. Reports are loaded to Internet via batch jobs at the same time they are routed to SSO's and CIDS.

Today's Reports is a new feature to provide quicker access (less than 5 minutes after release) to current reports than required by the agreement with Mann Library. The page is updated daily with the list of reports to be released and release time. If no reports will be released, a "sad face" and appropriate message are presented. For user convenience, reports released the previous day are also available from this page as **Yesterday's Reports**.

Note: Users sometimes attempt to access the report before it is loaded. When they try to access the report later, it may not appear because their

computer cache has retained the information from the earlier access. The **RELOAD** button will refresh the cache for the Internet page where new information is expected.

Exercise 1: What reports are released today? What about yesterday?

The **Reports by Calendar** permits a user to select a report by release date and links the user to that report area on the Mann Library server. The user can then select the year and on the following page, the desired report. The reports are usually loaded to the Mann Library server within 15-20 minutes of release.

Exercise 2: The Ag. Chem. Use was released on July 17, 1996 for what group of commodities? Use the **Find** to locate Apple data within the Ag. Chem. Use report. What percent of the Apple acreage in California had insecticide applied? Can you tell what beverage(s) the commodity reports released on September 19, 1996 are used in?

The **Keyword Search**, on the Mann Library server, permits look-up with general information to find specific data. The results from the Search are links to the reports and the user can click on the title and go directly to the report or data product.

Exercise 3: Perform a search on "field crops." How many reports/products were found? Is the Field Crops: Final Estimates a report or a dataset?

The **List by Title** permits the user to look-up the desired data via an alpha listing. The user can click on the first letter of the report/data product (e.g. "C" for crops) and the listing of all data beginning with the letter "C" will be presented. This works very well if the basic report or product name is known.

Exercise 4: Look-up crop rankings by commodity. What are the top three hay producing states? (Hint: There are three key words in the look-up.)

Exercise 5: Look-up crops county data. What years of data are in the "current files." From the readme.doc file, what format is the data, fixed field, comma delimited, Lotus or dBASE? What file handling hints are presented to the user for utilizing the data?

Exercise 6: Look-up crops by state. What year does the corn data series begin? (Hint: Check the readme.doc.)

The **List by Agency** option (NASS, ERS, and WAOB) permits the user to locate reports and data by specific agency if the originating agency is known. The list by title option is available by agency.

Crop Weather: The Crop Progress report is released after 4 p.m. the first workday each week. There are also **Timetables**, by commodity, indicating the approximate dates information will be published for each stage of development. The SSO state release files are also available from this page.

E-mail Subscriptions: Mann Library provides an e-mail service for our reports. When a current report is released, it is sent via e-mail to the list of subscribers for that report. From the **Publications** page, the **Subscribe by E-mail** button takes the user to the **Electronic Mailing List** page. A list of publications is presented, by Agency, with the "Report Code" for each publication. The user enters in the message for Crop Production and Hogs and Pigs would be:

Subscribe crop-production

Subscribe hogs-pigs

Exercise 7: What would you enter to subscribe to the Peanut Stocks and Processing report?

Is there a charge for e-mail subscriptions?

No, there is no charge for an electronic subscription via Internet.

Do I need to renew my electronic subscription every year?

No, you may "unsubscribe" at any time you wish to discontinue receiving any report. The user will continue to receive the report until the user sends a message listing the report(s) to unsubscribe.

Graphics:

Data in graphical format were loaded at the request of data users. Many of the data NASS publishes are presented most effectively as pictures. The graphical data include county estimates, maps for the Secretary of Agriculture briefings, commodity charts and satellite research maps. These graphics can be saved and utilized by data users by [right click] on the graphic, then **Save the image as....**

Exercise 8: Go to the Corn County Yield map. What color is used for the counties with the highest yields?

Customer Services Questions -

Catalog:

Do you have a catalog of reports and data products? How can I access the catalog?

The Catalog is available on Internet and in print. See the **Catalog** button on the **Publications** page.

The printed Catalog is published annually and is available from the ERS-NASS Order Desk by dialing 1-800-999-6779.

(Note: Many data users want the printed catalog. Many do not have time to sit at the computer browsing the catalog. They prefer the printed copy to browse during other times of opportunity.)

Agencies:

Why do you have only three USDA agencies' reports and products combined?

Our initial agreement for Internet services included the three Economic agencies that work closely with each other. Plans are to expand to include the Agricultural Marketing Service (AMS).

Do I have options for just looking at NASS, or ERS, or WAOB Historic Data?

Yes, the search for reports can be narrowed to specific Agency. One approach is to click on **Historic Data Search**, then click on the desired agency at **List by Agency**. The list of report and data products can be scrolled or click on a letter to jump down the list.

Commodity and Price Specialists:

Click on **Agency Information**, click on **Commodity and Price Specialists**, click on **Commodity and Price Specialists** a second time. A list of commodities and the NASS specialists is presented, including their phone numbers and e-mail addresses.

Another option for staff look-up is the REE Directory, accessible from the Home Page. Use the **Search** to look-up the **staff member**, then click once on the name to get detailed information on how to contact the person, including e-mail address. (This REE Mission Area Directory is also available on the LAN. A double click on the name will get you the organizational structure where the person works.)

Agricultural Statistics book:

Can I become a subscriber to the Agricultural Statistics book electronically, just as you do crop reports and have it show up in my e-mail?

No, the Agricultural Statistics book is about 5 megabytes in size and is not available by e-mail. (Note: This book is available on CD-ROM [and in print] in its entirety from the ERS-NASS Order Desk for \$20 [1-800-999-6779]).

Can I download the book by chapters"? How?

Yes, however the process depends on your browser. With Netscape, the browser (software) NASS uses, [right] click while pointing over the link. Then select **Save this link as** (Note: The NASS customer will also need to download the Adobe reader to read the PDF files. If they want to read other PDF documents on the Internet, some additional Netscape setup is necessary through Options, General Preferences, and Helpers.)

Are the Agricultural Statistics book Index chapters hyper linked to the actual chapters in the book?

Yes. The links were created with html code. (Note: The CD-ROM contains more links than the files on Internet.)

SSO Home Pages:

What's different about the information in the State Statistical Offices' Home Pages?

State Statistical Offices (SSO) Home Pages provide State-specific releases and information.

Why don't all SSO's have a Home Page on the Internet?

All SSO's will eventually have a Home Page on the Internet. The process is dependent on the SSO involvement. HQ could create a page, however, what good is it if there is no data presented? The SSO must load the data.

ERS-NASS Order Desk [1-800-999-6779]:

All ERS, NASS and WAOB printed reports are available from the ERS-NASS sales order desk. The list of reports and the subscription prices are listed on the back-inside cover of the Catalog. *(The subscription prices are also on the Internet under the last entry in the Catalog Table of Contents.)* The price varies by report.

Basic Customer Service Questions when a data user calls wanting NASS data:

Do you have Internet access?

Are you aware that all NASS reports are now available on Internet?

Answer Key to NASS On The
Internet Exercises can be
found on page 87.

Introduction to Netscape Class Exercises -- NASS

Netscape handout: Basic Navigation Skills (page 39) and Screen Display (page 35)

Moving up and down within a page

1. Using the left button on your mouse, click and hold the down arrow on the vertical scroll bar on the right side of the Netscape screen. Then, click and hold down the up arrow key.
2. Drag the scroll box down (on the vertical scroll bar), and then drag it back up.
3. Click below the scroll box and click above the box, to move down and up one screen.
4. Press the [**PageDown**] and the [**PageUp**] keys on your keyboard.

Moving between documents using hyperlinks and hotspots from the default Home Page

5. Scroll through the NASS home page.
6. Point at **Publications** (hotspot) and note the URL (Uniform Resource Locator) in the status bar, at the bottom of the screen. (**Note:** The pointer changes to a hand when on a hotspot or hyperlink.)
7. Point the mouse arrow at the **NASS Catalog** picture (hotspot) and click on the icon.
8. Select several of the hyperlinks (underlined words or phrases that are in a different color, usually blue).
9. Select the **Back** button on the Toolbar. (If you don't see a button at the top of your screen labeled **Back**, click on the **Options** menu at the top of your screen, then choose **Show Toolbar**. The Toolbar buttons should appear near the top of your screen.)
10. Select the **Forward** button on the Toolbar.
11. Select the **Home** button on the Toolbar.

Searching for Information within a document

12. On the NASS home page select **Publications**, then **NASS Catalog**.
13. Make sure that you are at the top of the current document (the ERS- NASS Catalog).
14. Select the **Find** button on the Toolbar.
15. In the Find dialog box, type **farm** and select **Find Next**.

16. Drag the Find dialog box out of the way, if necessary, to view the highlighted word. (Hint: Click on the title bar of the dialog box and drag to the top of the screen.)
17. Select **Find Next** again to find another occurrence.
18. Select **Cancel** when you are finished.

Requesting a document by typing in a URL

19. Click in the Location/Go to: box to highlight the current URL.
20. Type the URL for the U.S. Census Bureau (the field will change to "Go to:");

`http://www.census.gov`

Press **Enter**.

21. Select the **Open** button on the Toolbar.
22. In the Open Location dialog box type the URL for USA Today:

`www.usatoday.com`

Press **Enter**.

Note: The "http://" doesn't need to be entered for web documents.

23. **URLs are case sensitive and must be entered exactly as listed.** Enter the following URLs to access Federal Government Information on the Internet:

`http://www.unlv.edu/library/govt` (should result in an error message)

`http://www.unlv.edu/library/GOVT` (is the correct address)

24. Experiment requesting another site by entering one of the following URLs:

`http://www.weather.com` (The Weather Channel)

`http://www.cbot.com` (Chicago Board of Trade)

`http://www.bigbook.com` (BigBook Directory Search)

`http://www.mapquest.com` (Mapquest-interactive atlas and trip routing)

Moving between links using the history information

25. Select the **Go** menu to see a list of the sites you've visited during the current session (this list disappears after exiting Netscape).
26. Select any item on this history list to revisit that particular site.
27. Select **Window** on the menu bar and choose **History** (this list disappears after exiting Netscape).
28. Highlight any item to revisit and click the **Go to** button and then select **Close** to close the window.

29. Select the down arrow button to the right of the Location/Go to box to display a list of the sites you requested by keying the URL in the Location/Go to box (this list includes only the most recent URLs you requested in the Location/Go to box, however **it is saved for future Netscape sessions**).

Netscape handout: Managing Documents (page 45)

Printing a document

30. To print a document, first display the desired document.
31. Select the **Home** button on the Toolbar. (The NASS home page is displayed for the practice exercise.)
32. Select the **Print** button on the Toolbar to display the Print Options dialog box.
33. Click **Cancel** (to save paper and time printing during practice).
34. To preview a document first, select the **File** menu, then select **Print Preview**: (If you don't print the document after using Print Preview, you must press the **Close** button to close the Print Preview window. (The **Print Preview** will permit you to determine what pages you want to print if the document is large. **Zoom In** on the page number.)

Saving a document

35. To save a document on your local PC, first display the desired document.
36. Select the **Home** button on the Toolbar. Select **Customer Service (FAQs)**, then the hyperlink **Our Pledge to Customers**.
37. Select **File** on the menu bar and select **Save As** (the file has a file extension of **.htm** and will be saved as HTML format by default), change to your **F:** drive, and select **OK**.
38. To view the HTML codes, select the **View** menu and then **Document Source**. After viewing, double-click on the control menu box to close the viewer window.
39. To save the file in text format, select the **File** menu, select **Save As**, change the filename to **service.txt**, change to your **F:** drive, select the **Save File as Type** box and choose **Plain Text (*.txt)** and click **OK**.

Configuring and Emailing a document

(This email is not a substitute for cc:Mail. It should only be used to send information that currently resides on the Internet to NASS Customers.)

To configure email:

40. Select the **Options** menu and select **Mail and News Preferences**.
41. Select the **Identity** menu.

42. Enter your name and email address in the appropriate fields. (Example: Sue Jones and sjones@nass.usda.gov)
43. Select **OK** to save changes.

To email a document:

44. First display the desired document.
45. Select the **File** menu and choose **Mail document** to display the Message Composition window with fields filled in and the current page automatically attached. The Content field contains the current page's URL, the Subject field contains the page title, and the Attachment field displays the file name of the attached page.
46. In the email window, type in the Internet address where you would like to send the message. (Address it to yourself for practice and then read it in cc:Mail when delivered.)
47. Click **Send** to send your message (the URL is automatically inserted and the document is sent in HTML format.
48. To send the document in text format, select the **Attachment** button, select **Convert to plain text** and select **OK**. Click **Send** to send your message. (The document can be included in the message area by clicking on **Quote**. The can then be edited like any other email message.)

Getting Netscape help

49. Select the **Handbook** directory button.
50. Scroll down and select **Before You Begin**.
51. Select the **What will I learn in this handbook** hyperlink.
52. Explore on your own.

Exiting Netscape

53. Select the **File** menu and **Exit**, or double-click on the control menu box in the upper left hand corner of the window.

Intermediate Netscape Class Exercises -- NASS

Netscape handout: Managing Bookmarks (page 49)

Saving bookmarks

1. To save the URL for the **current web page** on the bookmark menu, select the **Bookmarks** menu, then **Add Bookmark** (the URL will be saved and the title of the page or site will appear at the bottom of your bookmark list).
2. Practice going to the following web sites and saving them to your bookmark menu:

`http://www.cnn.com` (CNN)

`http://www.usatoday.com` (USA Today)

`http://www.bls.gov` (Bureau of Labor Statistics)

`http://www.whitehouse.gov` (White House)
3. Select the **Home** button on the Toolbar.
4. Select the **Bookmarks** menu and select a site from the list to go quickly to that site without having to type in the URL.

Deleting bookmarks

5. Select the Bookmarks menu, then **Go to Bookmarks** to open a list of your bookmarks.
6. Select the bookmark you wish to delete (pick one), select **Edit** from the menu bar, and select **Delete**.
7. To undelete the bookmark, select **Edit**, then choose **Undo**.

Modifying or verifying bookmark information

8. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
9. Highlight a bookmark item.
10. Select the **Item** menu, then choose **Properties**.
11. You can type in a brief description of the site in the Description field if desired.
12. Click **OK**.

To create a new folder

13. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
14. Highlight the existing folder under which the new folder should be created; select the top folder (your bookmarks folder).
15. Select the **Item** menu, then choose **Insert Folder** to open the Bookmarks Property dialog box.
16. Type in the name of the folder, for example type **News** and press Enter.
17. Type in a more detailed description if desired.
18. Click **OK**.
19. Highlight the top folder again and create a new folder named **Government**.

To move bookmarks using drag and drop

20. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
21. Highlight the bookmark you would like to move. We will move the *News* related bookmark items to the appropriate folder.
22. Click and hold your primary mouse button down and drag the bookmark to the location immediately above where you want to place the bookmark and release the mouse button. (Move USATODAY)
23. Move the second *News* related bookmark the same way. (Move CNN)

To move bookmarks using cut and paste

24. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
25. Highlight the bookmark you would like to move. We will move the *Government* related bookmark items to the appropriate folder.
26. Select the **Edit** menu, and choose **Cut**.
27. Move the cursor to the line immediately above where you want to place the bookmark and highlight that item.
28. Select the **Edit** menu, then choose **Paste**.
29. Move the second *Government* related bookmark the same way.

Adding Bookmarks in the Bookmarks window

30. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
31. Move your cursor to the line immediately above where you wish to place the bookmark. Highlight the *News* folder.

32. Select the **Item** menu, choose **Insert Bookmark** to open the Bookmark Properties dialog box.
33. Enter the name of the bookmark in the Name field, for example type **The Washington Post**. Do not press Enter; this will enter the item without the URL.
34. Move the insertion point to the Location (URL) field and type in the URL, for example type:
`http://www.washingtonpost.com`
35. You can also enter a brief description of the site in the Description field if desired.
36. Click **OK** to accept the new bookmark.
37. Add another bookmark to the *Government* folder:
`http://www.fedworld.gov` (FedWorld Information Network)

Collapse and expand folders

38. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
39. To collapse the items in a folder, double-click on the icon to the left of the folder.
40. To display the items in a folder, double-click on the icon to the left of the folder.

Exporting Bookmarks

41. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
42. To export the current bookmarks file (the default file is bookmark.htm), select the **File** menu, then **Save As**.
43. Enter the desired filename, for example use your first name with the *.htm extension and select **OK**.

Importing Bookmarks (demonstration)

44. Select **Bookmarks**, then **Go to Bookmarks** (if necessary).
45. To add someone else's bookmarks to your existing bookmark menu, select the **File** menu, then **Import**.
46. To add a bookmark file from a diskette, change to the appropriate drive, select the file, and select **OK**. (**Note:** Caution should be exercised when using the **Import**, since the import file is added to the existing list. Another method to using an additional set of bookmarks is to select **File** on the menu bar, then **Open**.)

Netscape handout: Using Alta Vista to Search the Internet (page 67)

To access Alta Vista

47. Enter the URL for Alta Vista and bookmark the site for use in this exercise:

`http://www.altavista.digital.com`

Searching with simple queries

To perform a simple search, type in the keywords. Alta Vista will find sites that include as many of the keywords as possible. Alta Vista ranks the answers based on how many of your search terms appear; whether they're in the title, how close to the top of the page they appear, and the number of times the words appear in the document. There are many search options available.

48. Type the words you wish to search for in the box on the Alta Vista screen. To search for a phrase, enclose the words with quotation marks. For example, search for:

`"commodity exchange"`

Then, press **Enter**.

49. To search for occurrences of any of a group of words with a similar pattern, use the *-notation at the end of the word to include variations of what you want to include in the search. For example, to include items with tomato or tomatoes search for:

`tomato*`

50. To match pages with the phrase in the title, use the format: **title:phrase**. For example, search for:

`title:commodity-exchange`

51. To match pages that link to any page with a particular URL, use the format: **link:URL**. For example, search for:

`link:nass.usda.gov`

Searching with advanced queries

To perform an advanced search, select the **Advanced** internal navigation button at the top of the Alta Vista home page and fill in the form. The search options, such as case sensitivity, truncations, phrasing, etc. are the same as in the simple query. However, search operators are different; you must use operators in the search to combine words and phrases.

52. To find either a word or phrase specified, use *or*. For example, search for:

`"national agricultural statistics service" or nass`

Then, click on the **Submit** key.

53. You can use the operator *near* to specify that the two words must be within 10 words of each other. For example, search for:

`commodity-exchange near wheat`

54. You can use parentheses to nest operators. For example, search for:

`sugar and (futures near prices)`

Netscape handout: Using Yahoo! to Search the Web (page 63)

To access Yahoo!

55. Select the **Net Directory** button to access a page that includes several directories. Select **Yahoo!**

OR

56. Enter the URL for Yahoo! directly: `http://www.yahoo.com`

Using the directory

57. Choose **Business** or **Business and Economy**.
58. Scroll down and choose **Markets and Investments**.
59. Scroll down and choose **Futures and Options**.

Notes:

Netscape Navigator Training
for
National Agricultural Statistics Service



Carol Singer
Reference Librarian
National Agricultural Library
DC Reference Center

Joyce Bolton
Computer Instructor
National Agricultural Library
Information Systems Division



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I N F O R M A T I O N

Internet Basics

What is the Internet?

The Internet is a global network of computer networks that connects thousands of computers and millions of users. It is a shared global resource that allows people to communicate with each other and to share information resources.

Where did the Internet begin?

In the 1960's, the U.S. Department of Defense funded the U.S. Advanced Research Projects Agency, which developed the ARPANET. The ARPANET began with only four computers, but grew until it was too large. It was then split into two networks: the MILNET, which carried U.S. Department of Defense traffic, and the ARPANET, which carried civilian traffic. As more networks were formed, the total became known as the Internet.

How do you get access to the Internet?

In order to use the Internet, you must have an Internet account. Some people have their accounts through their employer or through a college or university. Some governmental units or private agencies will offer free access. You can also purchase Internet access through a private company. An increasing number of public libraries have publically-accessible computers in their facilities so that library users can access the Internet.

There are two ways in which most people access the Internet:

- 1) Host access: You dial-in, over a modem, to another computer, usually a mainframe. You can use the services that are available on that mainframe. You might be able to use telnet, ftp, gopher, usenet, Mosaic, or WAIS, but only if it is on the mainframe.
- 3) Direct access: Your computer is directly wired into the Internet.



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Glossary

anonymous ftp	Moving publicly accessible files from one computer to another
archie	A tool that searches for anonymous ftp files
BITNET	Because It's Time Network - a network for small universities that don't have Internet access (it isn't part of the Internet, but you can send messages from one network to the other)
browser	A program that allows you to read World Wide Web documents
E-mail	Electronic mail - mail that is sent electronically from one computer to another
FTP	File Transfer Protocol - used to move files from one computer to another
Gopher	A utility that allows you to find and retrieve information from computers that are Gopher servers
IRC	Internet Relay Chat - a way of talking over the Internet
JUGHEAD	A tool that searches for and retrieves information on a specified, limited part of Gopherspace
Lynx	A text only World Wide Web browser
Mosaic	A text/graphics/sounds World Wide Web browser
Netiquette	Etiquette for the Internet
Netscape	A text/graphics/sounds World Wide Web browser
Telnet	A program that allows you to log on to another computer and use some some function on that computer
UNIX	An operating system used by many computers on the Internet
USENET	A collection of discussion groups on the Internet
VERONICA	A tool that searches for and retrieves information on Gophers
World Wide Web or WWW	A hypertext-based system that allows you to browse Internet resources



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Etiquette on the Internet

Every society develops rules that govern the behavior of its members. The Internet is no exception. While the rules followed by individual discussion lists and Usenet lists will vary there are some principles in common to most lists. If you follow the rules of Netiquette, as some users call Etiquette on the Internet, you will be less likely to offend others.

Remember that you're not talking face to face.

If you use humor or irony, you must use something to make that clear. Nobody can hear you laugh or see you smile. One common way to do this is to use smileys. :) or :-) To see that this is a smiling face you must turn the page on its side.

People will be less likely to get angry with you if you are polite.

Instead of laying down the law, use a phrase such as "in my humble opinion," commonly abbreviated as IMHO. When people can't hear you, they may read any type of expression into what you say. You have to be explicitly polite or you may get flamed. A flame is a vehement expression of somebody's disapproval.

If there is a misunderstanding, apologize.

Even if you didn't intend to offend people, apologize for the misunderstanding. If it's appropriate, clarify what you said. This is particularly important if it's on a discussion list on which you post fairly often. The apology costs you nothing and will make people on the list more likely to listen to you the next time you post.

Don't send a message all in capitals.

Putting something in capitals can emphasize it, but it's harder on the eyes. Writing all in capitals is considered to be the same as screaming. If you send a message that way to a discussion list you will probably get flamed.

Don't quote a private e-mail message without permission.

If somebody sends you private e-mail, it should stay private unless you ask their permission to quote from it or to forward it to somebody else. Treat it as if it was a private letter, not a public conversation.



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When you first sign onto a discussion list or USENET news group, lurk for a while before posting.

You should read the posts for a while, or lurk, before posting anything. A common fault of new Internet users is to post before finding out what is acceptable. This can result in receiving many unpleasant messages from the more established members of the group. Each usenet group or discussion list has a particular purpose. Even though the subject you wish to talk about may be interesting, it may be outside the scope of that group. If you violate this, you may get messages from the moderator telling you that your post is inappropriate and you may receive messages from other members of the list telling you that the subject is unwelcome. On some discussion lists, there is a moderator who looks at each message and rejects any that aren't appropriate.

If you post to a public discussion list, you don't know who will read your post.

Even though you're sitting in the privacy of your office, thousands of people may read what you write. Don't post something that you wouldn't want your boss, your spouse, your parents or your child to read. Don't say anything about a person that you wouldn't say to his/her face. Once something is on the Internet somebody else may forward it to another discussion list or to an individual. Also, what you post on the Internet isn't immune from libel laws or from other laws.

When you answer a previous post from a public list, don't include the entire contents of the post, but include enough to identify the subject of your post.

Cut out the header, except perhaps the "From:" line. Erase all of the lines except the ones to which you're responding. Make sure you include those so that everybody reading your post will know what you're talking about. There may have been a dozen posts in between the one you received and the time your answer shows up on the list. For the same reason, don't send a message that says merely, "I agree." or "I don't know."

No spamming allowed.

Spamming is cross-posting the same message to many discussion lists or USENET news groups. It's one of the biggest taboos on the Internet and will guarantee you lots of flames.

If a post makes you angry, don't answer it immediately.

First, read the other responses that have been posted. Somebody else may have clarified the point that made you angry. You may have misunderstood what the person said. Before posting a public flame, you might want to privately ask the person if they meant what you thought they said. You can always change your mind about flaming them and do it later. If you do, compose that message very carefully.

If you feel you must flame somebody, do it in private.

Remember that if you post to a group, hundreds or thousands of people will read what you write. Flaming somebody on a discussion list or a usenet group is similar to screaming at somebody in a public place. If you flame somebody on a discussion list, others may feel compelled to respond and you may have started a flame war.

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I N F O R M A T I O N

Electronic Mail on the Internet

How do you send a message to somebody on the Internet?

You use the electronic mail (e-mail) program that's on the computer system you use. There are many different e-mail programs available, but they have various features in common. All will have some way of addressing, composing and sending messages, and of reading the messages you receive. There is usually a method of setting up directories or folders to organize the messages. There may be a way to make up a list of frequently used addresses so that you don't have to remember them.

To learn what e-mail program is on your system, you need to ask the staff that runs the computer system you use. They can tell you what e-mail program is on your system and even tell you what your e-mail address is if you don't already know it. They may have a printed guide that shows you how to use the system.

What does an Internet address look like?

A typical address might look like:

jdoe@nal.usda.gov

There are two parts to this address. They are divided by the @. The part before this symbol indicates the specific person or account, in this case John Doe. The part after the @ is the address of the mail server. This one is **nal.usda.gov**. That tells you the mail server is at the National Agricultural Library (NAL) of the U.S. Department of Agriculture (USDA). The extension **.gov** tells you it's a U. S. government agency.

Other common extensions are:

1) .edu (Educational sites in the United States)

haringd@bgnet.bgsu.edu

An address from Bowling Green State University

jdonley@UCDAVIS.EDU

An address from the University of California-Davis



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- 2) .com (Commercial sites in the United States)
BobcatLove@AOL.COM
An address from the America Online network
000625789@mcimail.com
An address from an American company
- 3) .net (Network administrative organizations)
pa@TYRELL.NET
- 4) .mil (U.S. military sites)
dohara@dgis.dtic.dla.mil
- 5) .org (U.S. organizations)
rcigar@civicnet.org
- 6) Addresses from other countries end with a two-digit extension:
Rod.Sibil@RPU.HMG-HO.GOV.UK
An address from the United Kingdom
DAVID@vms.huji.ac.il
An address from Israel

What are some common acronyms used on the Internet?

BFN	Bye for now.
BTW	By the way.
CU L8R	See you later. (Goodbye)
FAQ	Frequently asked questions.
FWIW	For what it's worth.
IMHO	In my humble opinion. (Or, In my honest opinion).
OTOH	On the other hand.
ROTFL	Rolling on the floor laughing.
RTFM	Read the [expletive] manual.
TIA	Thanks in advance.
TTYL	Type to you later.
WYSIWYG	What you see is what you get.
<g>	Grin.

What are some of the most common smileys used on the Internet?

:)	Plain smiley.
:~)	Plain smiley that includes a nose.
;-)	Winking.
:-D	Laughing.
:-(Frowning.



Internet Mailing Lists

Definition: A mailing list is a program that distributes e-mail to a list of people who have subscribed to the list.

There are various mailing list programs, such as Mailserv and Majordomo, and LISTSERV. Some lists are read-only mailing lists and have only an administrative address for subscribing and unsubscribing. Others are discussion lists and have two addresses. To subscribe, unsubscribe, or perform other administration functions, send the message to the administrative address. To send a message that will be distributed to everybody who subscribes to the list, send the message to the list address.

For most lists, subscribe by sending the message:

SUBSCRIBE <listname> <firstname lastname>

to the administrative address. Don't put anything in the subject field in the header of the message.

For example, to subscribe to RUSAG-L, a discussion list about Russian Agriculture:

Message: **SUBSCRIBE RUSAG-L** <firstname lastname>
Send to: LISTSERV@UMDD.UMD.EDU

To send a message to everybody who subscribes to the list, send it to:

RUSAG-L@UMDD.UMD.EDU

When you subscribe to a mailing list you will receive an e-mail message with instructions on how to participate in the list. **KEEP THESE INSTRUCTIONS.** You will need to refer to these instructions in the future.

Sometimes the address of the list won't have an extension. For example: MAPTEST@UA1VM. This is probably a BITNET address. If you're on the Internet, you must add ".BITNET" to the address.

Example: MAPTEST@UA1VM.BITNET



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To receive a list of mailing lists on a topic, send a query to either of these addresses:

LISTSERV@BITNIC.EDUCOM.EDU
LISTSERV@vm1.nodak.edu

The message should read:

list global/word

where **word** is replaced by a word or a piece of a word. For instance,

list global/aqua

will retrieve a list of mailing lists that include the letter string "aqua" in the title or description.

A FEW OF THE THOUSANDS OF MAILING LISTS:

AG a.m. (The text of AG a.m. - for USDA employees only)

Send message: **subscribe usda-agam**

To: majordomo@reeusda.gov

AGRIC-L (A general agriculture discussion list)

Send message: **SUBSCRIBE AGRIC-L** <Firstname Lastname>

To: **LISTSERV@UGA.CC.UGA.EDU**

DIARRHOE (A discussion list on diseases which cause diarrhoea in animals and man)

Send message: **Subscribe DIARRHOE** <Firstname Lastname>

To: **LISTSERV@SEARN.SUNET.SE**

GOVMANAG (A discussion list on management and leadership in government)

Send message: **SUB GOVMANAG** <Firstname Lastname>

To: **LISTSERV@LIST.NIH.GOV**

International trade (A discussion list on international trade)

Send message: **Subscribe trade** <Firstname Lastname>

To: **LISTSERV@csf.colorado.edu**

NewbieNewz (A list for Internet neophytes who want to learn more about the Internet)

Send message: **SUBSCRIBE NewbieNewz** (in the first line of the message)

END (in the second line of the message)

To: **MAJORDOMO@IO.COM**

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Almanacs on the Internet

DEFINITION: Almanacs are automated information servers that answer requests received by e-mail.

To get a document, send an e-mail message to the almanac's address, just as you would to a person. To receive an e-mail copy of the main catalog of material available on the Extension Service almanac, send the message:

send catalog

to the address: almanac@esusda.gov. (Don't put anything in the subject field). You will receive an e-mail message that lists other available catalogs and/or documents. Once you find the document you want, send the message:

send <title>

to the same e-mail address from which you received the catalog. For instance, to retrieve a copy of Wilfred Drew's Not Just Cows, a guide to Internet and BITNET resources on agriculture, send the message:

send docs-gen notcows

to: almanac@esusda.gov. (Once again, don't put anything in the subject field).

To get a copy of the Almanac Users Guide from the Extension Service, send the message:

send guide

to: almanac@esusda.gov.



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To request more than one document at a time and have them arrive in separate e-mail messages, type (at the top of your message):

set separate

Some of the almanacs allow you to subscribe to mailing lists. To get a list of the mailing lists, send the message:

send mail-catalog

to the almanac's e-mail address.

To subscribe to a list, send the message:

subscribe <mailing list>

to the almanac's e-mail address.

For instance, to subscribe to the mailing list on the production of small fruits, such as blueberries, grapes, and strawberries, send this message:

subscribe smallfruit-mg

to: almanac@esusda.gov

Addresses of some almanacs:

almanac@esusda.gov
almanac@acenet.auburn.edu
almanac@empire.cce.cornell.edu
almanac@twosocks.ncsu.edu
almanac@oes.orst.edu
almanac@ecn.purdue.edu
almanac@silo.ucdavis.edu
almanac@ext.missouri.edu
almanac@joe.uwex.edu

Extension Service
Auburn University
Cornell University
North Carolina State University
Oregon State University
Purdue University
University of California at Davis
University of Missouri at Columbia
University of Wisconsin

10/1/96--cas



Introduction to the World Wide Web

What is the World Wide Web?

The Internet is an electronic communications medium that provides information resources by linking thousands of computers and millions of people together. You can send and retrieve many different types of information—to and from almost anywhere in the world. Much of the information on the Internet, physically located in geographically diverse locations, is linked together through the "World Wide Web." The World Wide Web is also known as W3, WWW, or the Web.

The World Wide Web began as a networked information project at CERN (European Particle Physics Laboratory) in Switzerland by Tim Berners-Lee. It is based on the concept of hypertext, where one document can have links to a number of other documents that have related information. In the case of the Web, these documents often exist on computers in many other locations around the world, and by using the Web you can transparently jump from document to document, without knowing anything about the remote computer that is providing the information.

What is a browser?

In order to use the World Wide Web, you use a program called a browser. Web browsers are applications (software) that allow you to jump from site to site, download files, and view graphics. There are a number of Web browsers available for a variety of operating systems. Text-based browsers, such as Lynx or LineMode, are publicly-accessible programs that are used on the Internet to view hypertext documents. Graphical-based software, such as Netscape Navigator or Mosaic, can be installed and configured on your PC if you have a direct connection to the Internet. Graphical browsers have the following features:

- ◆ A graphical interface -- this simply means you get pictures as well as words.
- ◆ Support for sounds.
- ◆ Support for movies and other interactive graphics.



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Netscape Navigator

Netscape Navigator was developed and is maintained by Netscape Communications Corporation and is a licensed software product. Netscape helps you find and retrieve World Wide Web information quickly and efficiently. Netscape has a graphical interface that is easy to use; you click on a highlighted item with your mouse and Netscape retrieves that resource. Netscape transparently integrates material from a wide variety of existing information servers (electronic mail, Network News, FTP, Telnet, Gopher, and Web documents) on the Internet without moving to a different program for each one.

The power of Netscape comes from the following two capabilities:

- ◆ The ability to navigate the World Wide Web, i.e., to find and retrieve documents from virtually anywhere on the Internet.
- ◆ The ability to display any electronic multimedia material.

Web Terminology

HTTP--*HyperText Transfer Protocol*, is a set of rules that govern the exchange of data between a Web host and a client (your computer). The address for every Web server begins with **http**. If you see an address that starts with something different (such as FTP or Gopher), the address is for a different type of server.

HTML--*HyperText Markup Language*, is the code used to create Web documents. These codes instruct the browser how to display the text (titles, headings, lists, etc.), how to display graphics, how to link web pages together, and control character formatting (bold, italic).

URL--*Uniform Resource Locator*, is an address for an Internet site. The Web uses URLs to specify the addresses of the various servers on the Internet and the documents on each server.

How to Read a Uniform Resource Locator (URL)

A URL, pronounced either "U.R.L." or "Earl," consists of three parts: 1) a code identifying the transfer protocol to be used, 2) an address identifying the machine on which the file resides, and 3) a full pathname locating the file on that machine.

The first part specifies the type of server on which the file resides and the protocol to be used to access the information:

http://	A hypertext page on the Web
gopher://	A Gopher menu
telnet://	A telnet site
ftp://	An anonymous ftp site
wais://	A WAIS site
news:	A Usenet group
mailto:	An e-mail address

The second item in a URL specifies a machine on the Internet. This is usually a machine name that can be decoded by a domain name server. The third item in a URL is the full pathname for the file.

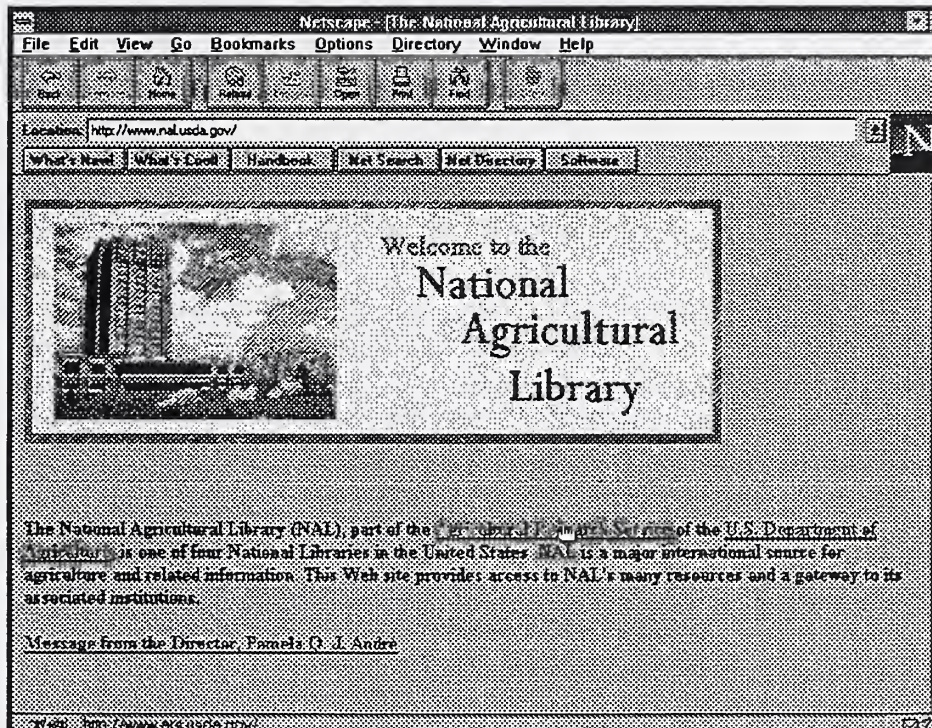
This is the URL for a web page on the Sunsite computer at the University of North Carolina:

`http://sunsite.unc.edu/heliocentric.html`

<code>http://</code>	the name of the page
<code>sunsite.unc.edu</code>	the name of the computer and institution
<code>heliocentric.html</code>	designates a hypertext document

Homepages

The homepage is the first page you see when you first start Netscape or the first page you see when you link to that site. Below is the beginning of the homepage for the National Agricultural Library. The URL for this site is `http://www.nal.usda.gov/`



Words that link to other pages are underlined and colored. Pictures, called inline images or inline graphics, that link to other pages are surrounded by a colored border.

Linking to Other Pages From the Existing Page

Point to a word or picture that represents a link and click the mouse. It will connect you to the site. For instance, in the NAL homepage, move the cursor to the phrase Agricultural Research Service and click the mouse and it will connect you to the homepage of the Agricultural Research Service.

Most links in Netscape appear as blue underlined text to start with. However, once you select a link, it changes to purple. This makes it easy to see which links you have followed.

Linking to Specific Sites

Each browser will have a box that allows you to put in a URL, the address for a site. If you're using Netscape, click on the "Open" icon on the Toolbar and a box opens up. Type in the URL and press <enter> and you will be connected to that site. For instance, to access the Newbie Help Link, a page that links to many helpful resources for Internet Users, type in:

`http://www.interlog.com/~csteele/newbie.html`

Saving URL Addresses

Most web browsers include a Bookmark or Hotlist feature so you can save URL addresses. This allows you to choose the address from a menu instead of typing it in each time. For instance, in Netscape, you put the cursor on the heading "Bookmarks" and click the mouse to pull down the Bookmarks menu. Click on "Add Bookmarks" and the page you're viewing will be added to the list.

To view a bookmark in Netscape, pull down the Bookmark menu, highlight the desired bookmark and click on it. You will automatically be connected to the selected page.

Subject Lists and Indexes

There are an increasing number of attempts to organize the World Wide Web by subject or to provide a method of keyword searching. A few are:

World Wide Web Virtual Library

This site organizes web pages by category. The URL is:

`http://www.w3.org/hypertext/DataSources/bySubject/Overview.html`

Yahoo

This site categorizes the web pages by subject, but also allows the user to perform keyword searches.

`http://www.yahoo.com/`

Lycos

This site permits keyword searching of a massive database of web sites.

<http://lycos.cs.cmu.edu>

A Few Interesting World Wide Web Sites

Internet Roadmap, by Patrick J. Crispen (lessons on how to use the Internet)

<http://www.quincy.edu/roadmap/welcome.html>

U.S. Department of Agriculture

<http://www.usda.gov/>

Agricultural Research Service

<http://www.ars-grin.gov:80/ars/ars.html>

Foreign Agricultural Service

<http://www.usda.gov/fas>

World Wide Web Virtual Library: Agriculture

http://ipm_www.ncsu.edu/cernag/cern.html

World Wide Web Virtual Library: Forestry

<http://www.metla.fi/info/vlib/Forestry.html>

Livestock Virtual Library

<http://www.okstate.edu/~animsci/library/>

Morbidity & Mortality Weekly Report (needs an Adobe Acrobat Reader)

<http://www.crawford.com/cdc/mmwr/mmwr.html>

Code of Federal Regulations (searchable by keywords)

<http://www.pls.com:8001/his/cfr.html>

GPO Access (bills, Congressional Records, laws, U.S. Code)

<http://ssdc.ucsd.edu/gpo/>

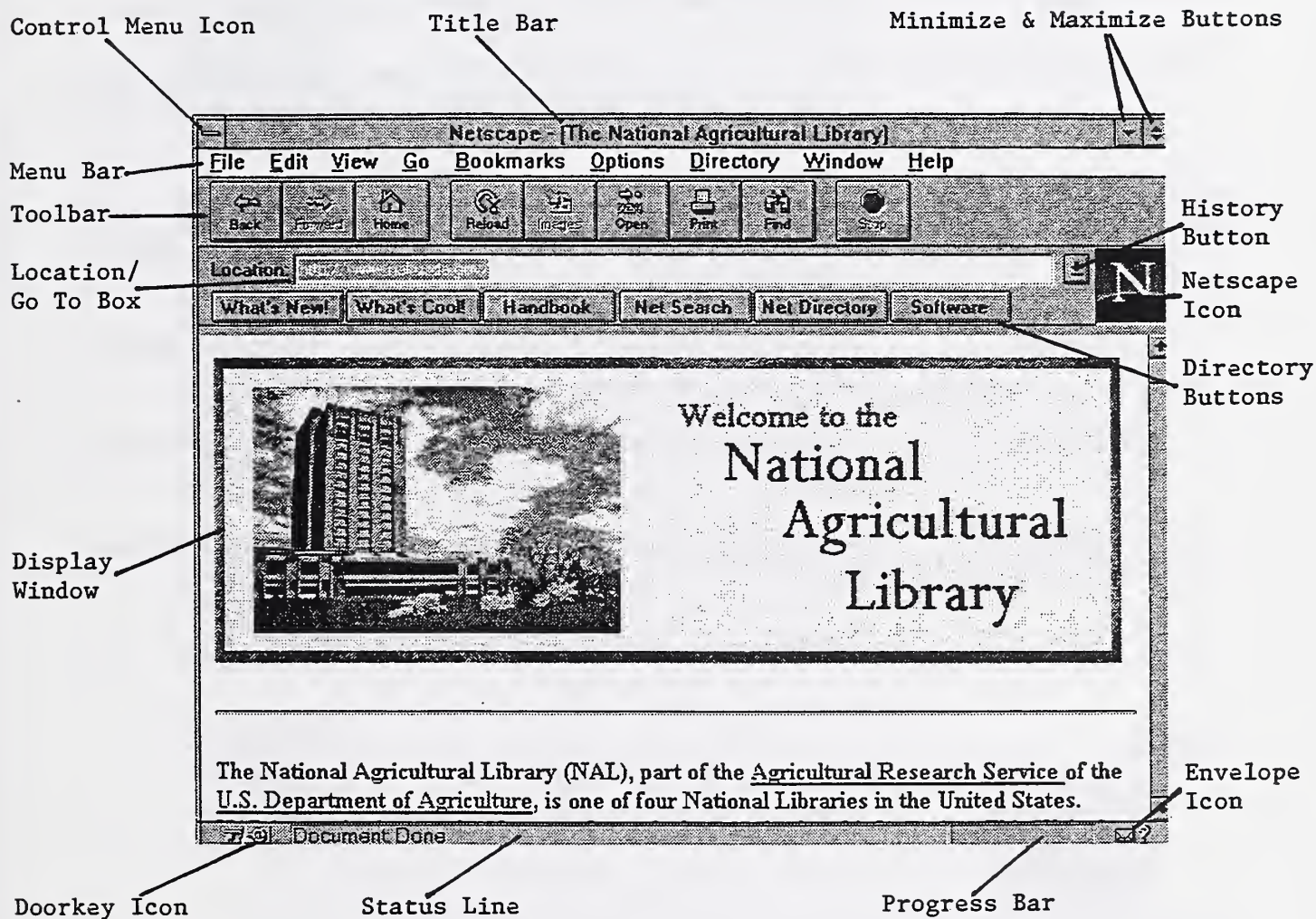
October 1996

Notes:

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Netscape 2.0's Screen Display



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Title Bar	Displays the title of the page being viewed.
Menu Bar	Displays the title of a series of menus. Click on the menu and it displays the menu options from that menu item.
• <u>F</u> ile	Allows access to a series of display, storage, and printing options. Mostly used to save or mail a file.
• <u>E</u> dit	Displays the standard Windows editing options, such as Undo, Cut, Copy, Paste, and Find.
• <u>V</u> iew	Displays options to control the way Netscape displays documents.
• <u>G</u> o	Displays commands to allow you to move within Netscape. Used mostly to return to documents you accessed earlier. These links disappear when you exit Netscape.
• <u>B</u> ookmarks	Items on this menu allow you to add, edit, or view bookmarks. A bookmark is a saved document address that allows you to return to a document quickly.
• <u>O</u> ptions	This displays options for changing the way Netscape appears on-screen.
• <u>D</u> irectory	Displays a menu that allows you to go directly to some useful Web resources.
• <u>W</u> indow	Access to mail, newsgroups, address book, bookmarks, and history list.
• <u>H</u> elp	Offers access to Netscape's online help directory.

Toolbar



Back - Go back to the document you just viewed.



Forward - This works only if you have used the Back function to go back to a document. You can use this key to go forward to the document you were viewing before you used the Back key.



Home - Redisplay the default home page.



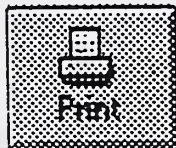
Reload - Reload the currently displayed document again.



Images - Operational only if you've turned off the Auto Load Images option on the Options menu, causing the pages to load without graphics. Click on the button to load the images for the page being displayed.



Open - Type in a URL (Uniform Resource Locator) you wish to see. NOTE: A URL is the address of an Internet site. For instance, the URL for NAL's World Wide Web page is <http://www.nal.usda.gov>



Print - Print the document that is on the screen.



Find - Allows you to search the document that Netscape is displaying.



Stop - Stops the current document from downloading.



History button - Click on the arrow to see a pull-down window that shows URL's for the sites that have most recently been entered in the Open Location dialog box or the Location/Go To box.

Location/Go To Box - Displays the URL (address) of the document currently being viewed. Click on the box, type in a new URL and press the enter key to go to a new site. When you're typing in a new address, the label changes to "Go To."

Directory Buttons



What's New - A list of new and interesting Web sites.



What's Cool - A list of Web sites that may be interesting.



Handbook - Tutorials and Reference materials to help you use Netscape.



Net Search - Access to Infoseek, a search engine and directory for the World Wide Web and the USENET.



Net Directory - Access to Excite, a directory and search engine for the World Wide Web and the USENET.



Software - Access to Netscape software to be downloaded.

Netscape Icon - While Netscape is retrieving data from a site, this icon becomes animated, with shooting stars. Click on the icon to connect to Netscape's home page.

Display Window - The document you're viewing.

Doorkey Icon - This indicates whether you're accessing a secure or non-secure server. When the key is intact, you're accessing a secure server.

Status Line - Displays messages about what the program is doing.

Progress Bar - A graphical display that shows how much of the document you are currently loading has been received.

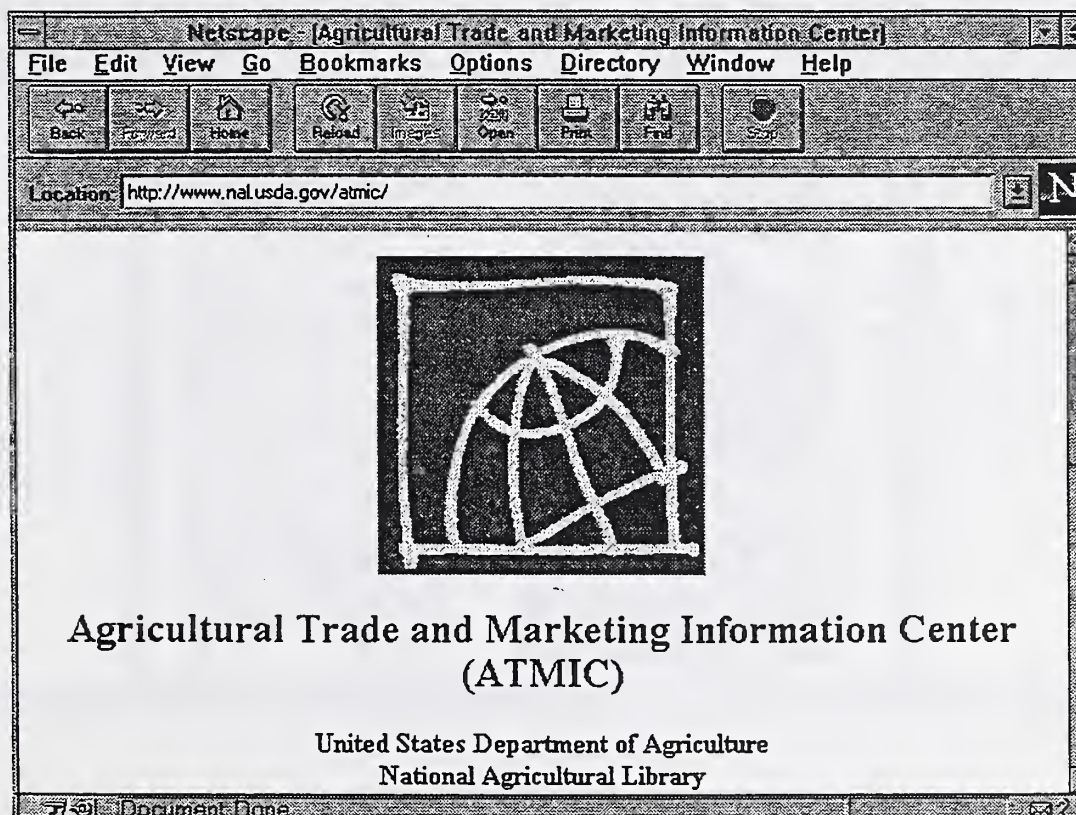
Envelope Icon - Access your e-mail. If there are new messages, a ? is displayed next to the envelope.

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Netscape 2.0: Basic Navigation Skills

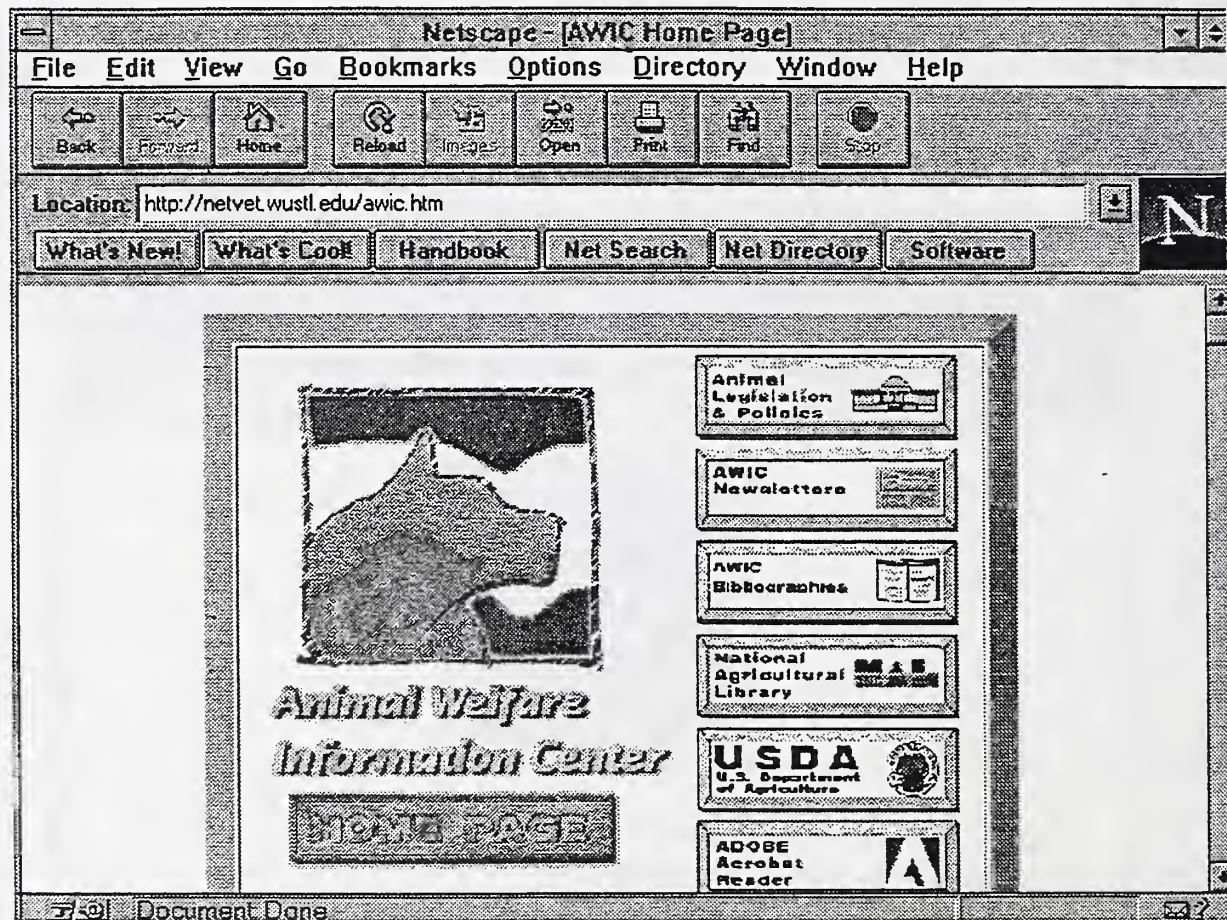
Navigating Within a Netscape Document

Moving Up and Down Within a Page -- Use the cursor to move the screen via the scroll bar on the right side of the Netscape screen. If you put the cursor on the up arrow and click it, or hold it down, the screen will scroll to the top of the page. If you put the cursor on the down arrow and click it, or hold it down, the screen will scroll to the bottom of the page. You can also put the cursor on the button that runs in between the two arrows and drag it up or down to make the page scroll faster.



Hyperlinks -- Words that are differently colored and underlined indicate that they can link you to another document or site. These are hyperlinks. If you click on one of them, Netscape will display the page that is represented by the hyperlink. When your cursor rests on a hyperlink, the URL of the link is displayed in the status line at the bottom of the screen and the cursor on the screen changes to a pointing hand.

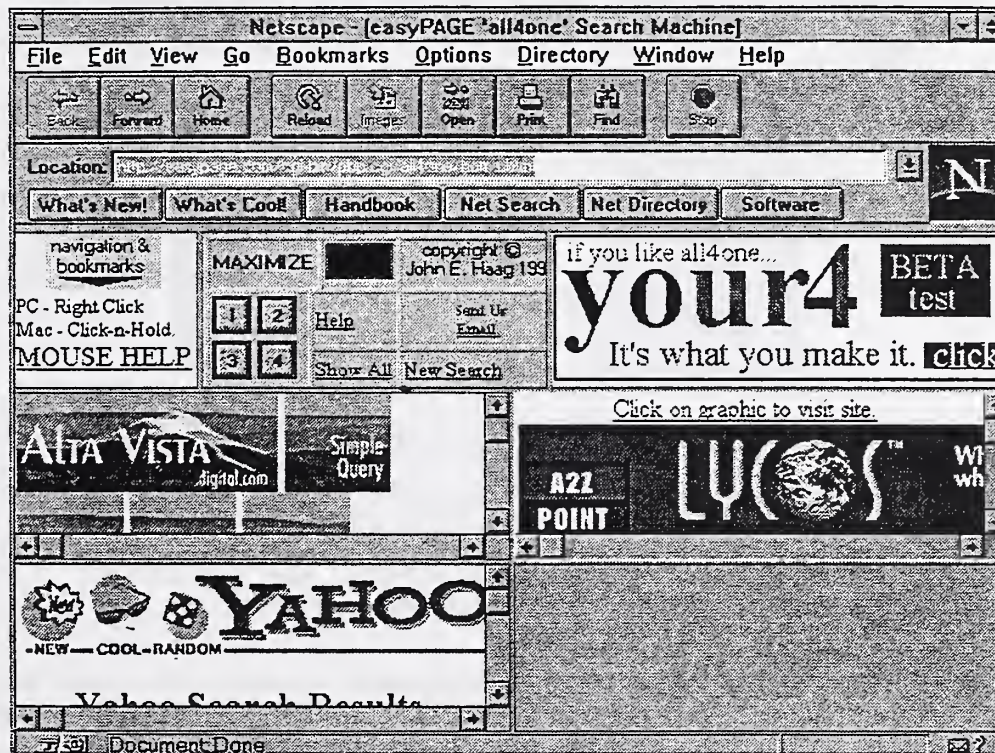
Hotspots -- Some Web pages have hotspots, hyperlinks that are embedded within a graphical image. These may connect only to pages within the web site, or may connect to pages on other sites. If you click on one of these hotspots, Netscape displays the linked document. Some examples of hotspots are the buttons in the homepage for NAL's Animal Welfare Information Center. Click on the button that says "Animal Legislation & Policies" and you'll be connected to information about animal legislation and policies.



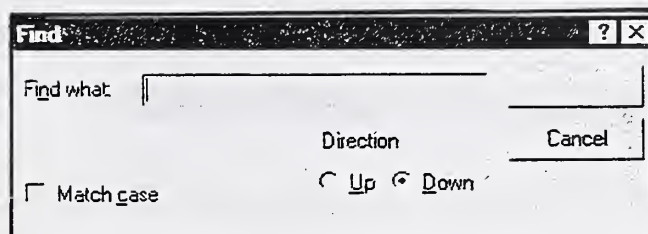
Frames -- Each frame in a Netscape page is a stand-alone window that has its own URL and can include all the features of a web page. Frames may be frozen or may have scroll bars.

You must first select a frame by clicking it before you print or e-mail it. Only the content of the selected frame will be printed or e-mailed, not the contents of the entire screen.

The Back and Forward buttons don't work on individual frames. Instead, click the right mouse button and select either Back in Frame or Forward in Frame from the menu that pops up.



Searching for Information Within a Netscape Document -- To search for information within a Netscape Document, click the Find button. The Find dialog box will open up. Type in the words for which you're searching. Netscape will ignore capitals unless you click on the box labeled Match Case. It will automatically search down the document from your place on the screen unless you click on the Up box in the Find dialog box. To search the entire document with one command, you must be at either the top or bottom of the document.



Netscape will scroll down to the word you typed in the Find What box and highlight it, but the Find dialog box will remain on the screen until you close it. To find the next occurrence of the word, click on the Find Next button. To close the Find dialog box, click on the Cancel button.

Moving Between Documents

Requesting a Document by Typing the URL -- Every document that is accessible by a World Wide Web browser, such as Netscape, is given an address, or URL (Uniform Resource Locator). The URL begins with a word or abbreviation that designates the type of Internet document or site:

http://	A hypertext page on the World Wide Web.
gopher://	A gopher site.
telnet://	A telnet site.
ftp://	An anonymous ftp site.
wais://	A WAIS (Wide Area Information Server) site.
news:	A USENET group.
mailto:	An e-mail address.

Example: The URL for the International Food Information Council:

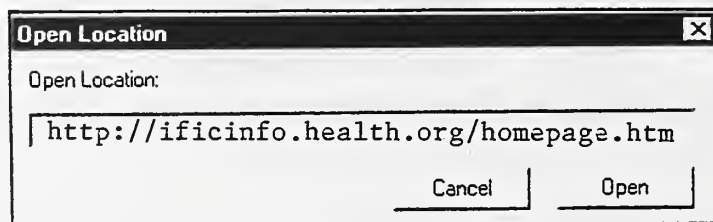
http://ificinfo.health.org/homepage.htm

_____ the name of the page

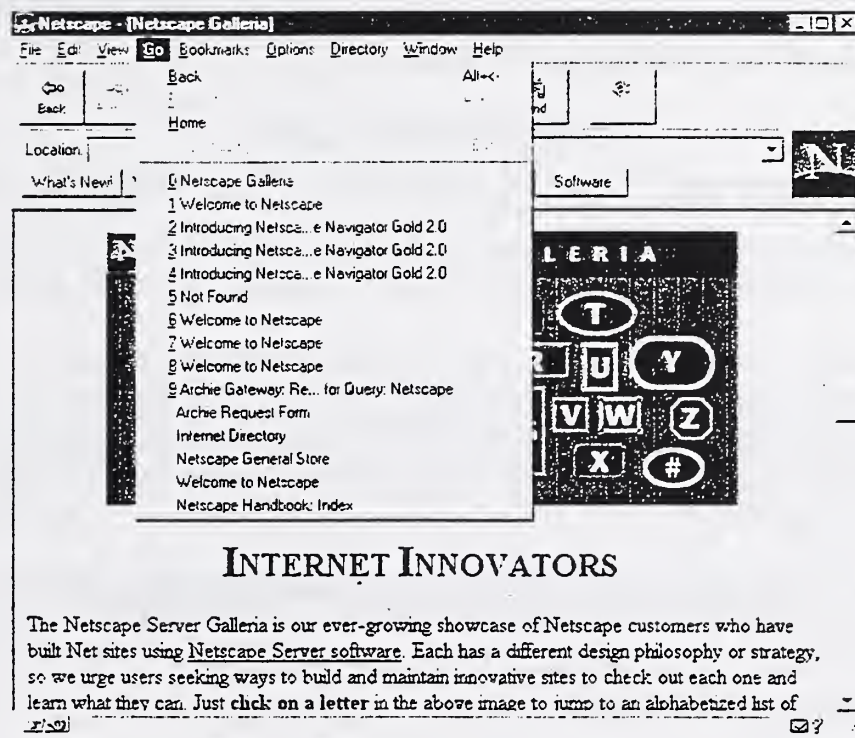
_____ the domain name (of the computer and institution)

_____ designates a hypertext document

To request a URL, click on the Open button in the Toolbar. The Open Location dialog box will appear on the screen. Type the URL in the slot that says **Open Location:** and either hit the Enter key on the keyboard or click on the Open button in the Open Location dialog box. Netscape will display the page you've just requested.

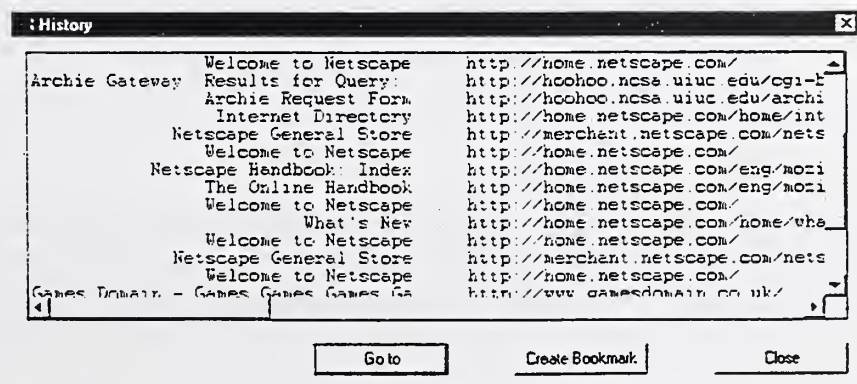


Using the History List -- While you're moving from one site to another, Netscape is compiling a History List of some of the most recent sites you've visited. To see the list, click on the Go button on the Menu bar. The Go menu will appear:



Click on any of the listed sites and Netscape displays that site. Some of the sites you've visited aren't listed because the list will keep only a single lineage of sites. A lineage is a series of hyperlinks that are all linked together, extending outward from a single source document. When you move from that lineage to a new page that isn't connected, the previous lineage of hyperlinks will be erased.

Click on the View History line on the Windows menu and you will see the History dialog box. Highlight one of the URLs and click on the Go To button. Netscape will display the page. Highlight one of them and click the Create Bookmark button and Netscape will add that site to your list of Bookmarks.



Click on the down arrow to the right of the Location/Go To box on the Netscape screen and a list appears of sites that have recently been typed in either the Open Location dialog box or the Location/Go To box. This list shows only five at a time, but is scrollable.

The History List that is accessible from the Go and Window menus disappears when you sign off Netscape. The list that is accessed from the down arrow next to the Open Location/Go To box is maintained even after signing off Netscape.

ERROR MESSAGES

While you are attempting to navigate on the World Wide Web, you may get some error messages. Here are some of the more common error messages you might encounter:

DNS Lookup Fails -- Netscape couldn't find the domain name you requested. First check the spelling on the URL that you entered. The URL must be correct to the letter or Netscape won't be able to display the page you've requested. (NOTE: URLs are case-sensitive). If the spelling is correct, Netscape may have been unable to locate the server because it is out of service for some reason. Try again later.

404 Not Found -- This means that the domain name (the address of the computer) is right, but the document you've requested isn't on that computer. Check the spelling of the URL. It's also possible that the document you wanted has been taken off the server or that the location of the document on that computer has changed.

403 Forbidden -- This means the document you wanted is not available to you.

Socket Is Not Connected -- Something is wrong with the network connection. The problem is probably temporary, so try again later.

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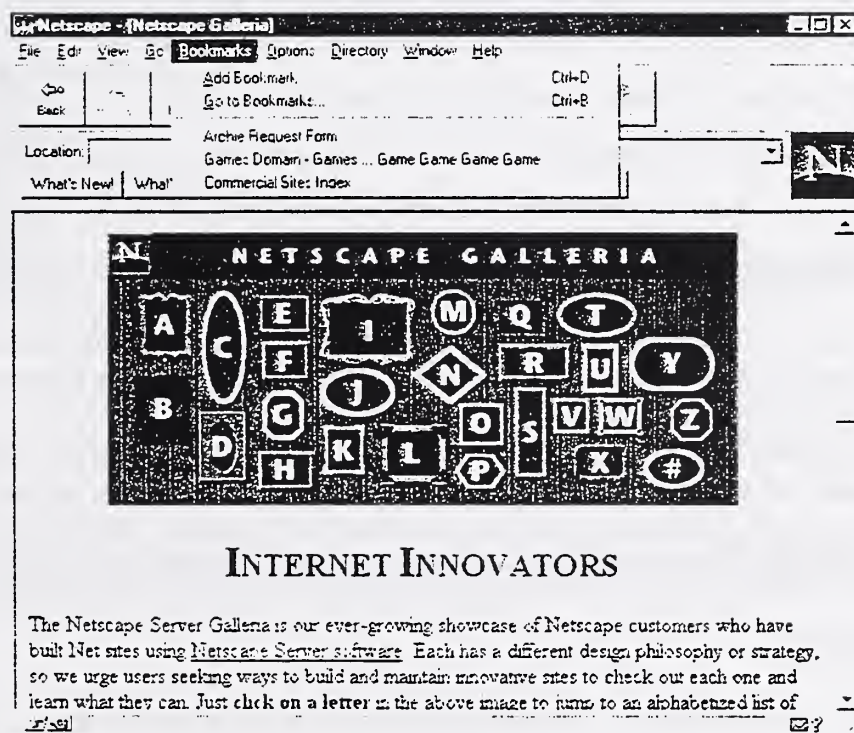


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Netscape 2.0: Managing Documents

Bookmarks

A bookmark is a URL that you've saved to a special list for quick retrieval. To save a URL, display the Web page, then click on the Bookmarks button on the Menu bar. A list of your saved bookmarks and the Bookmarks menu will appear. Choose Add Bookmark, by clicking on that line.



Whenever you wish to go to a site listed as a bookmark, click on the Bookmarks button on the Menu bar. The Bookmarks menu will appear with a list of your bookmarks. Highlight the name of the site you wish to see and double-click on it. Netscape will display that page.

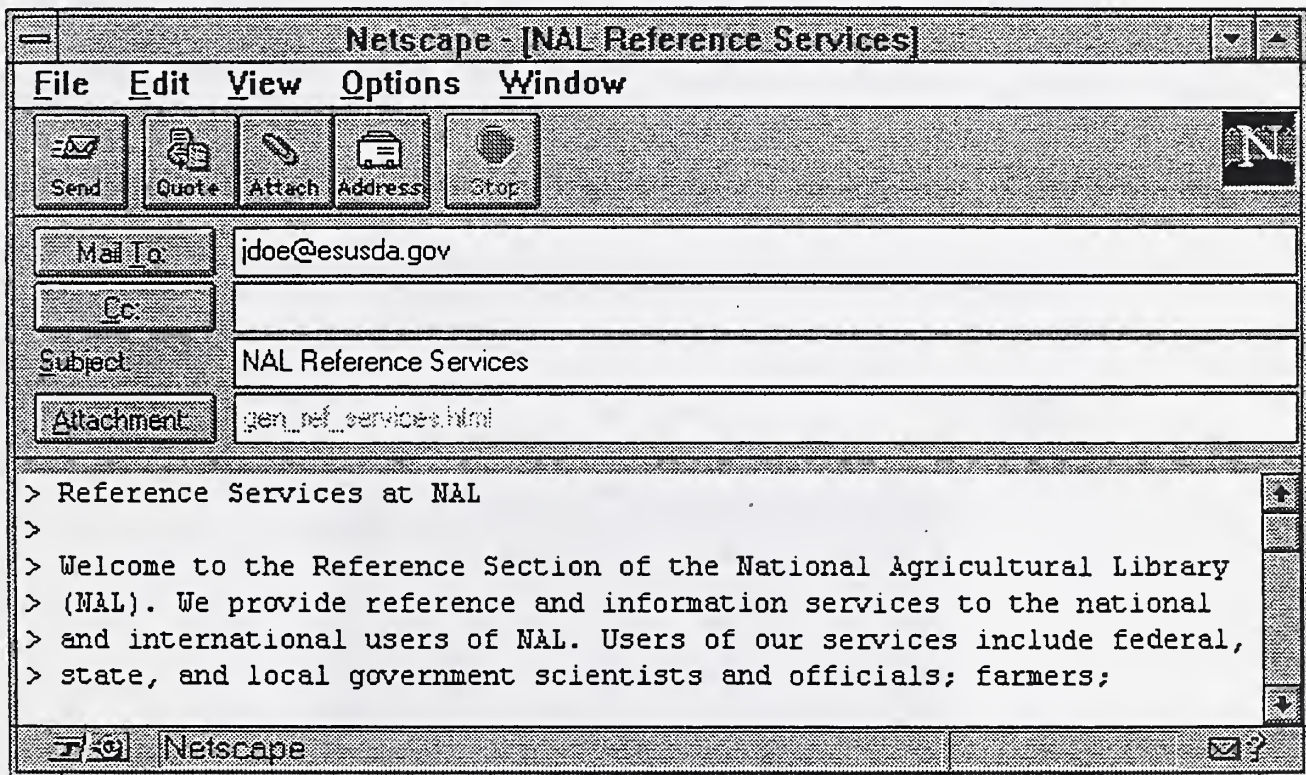


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E-Mailing a Document

To e-mail a document, display it on the screen, then click on File on the Menu Bar. This will pull down the File menu. Choose Mail Document and Netscape displays the E-mail window. Type in the address to which you want to send the page in the Mail To: box. Netscape places the title of the page in the Subject box and the URL and text of the page in the message text. Click on the OK button and the document will be sent as an HTML file (with the HTML codes).

To send the document as plain text, click on the Attachment button to open the Attachments dialog box. Click on the circle next to Convert to Plain Text and then on the OK button. Click on the Send button to send the message.



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Notes:



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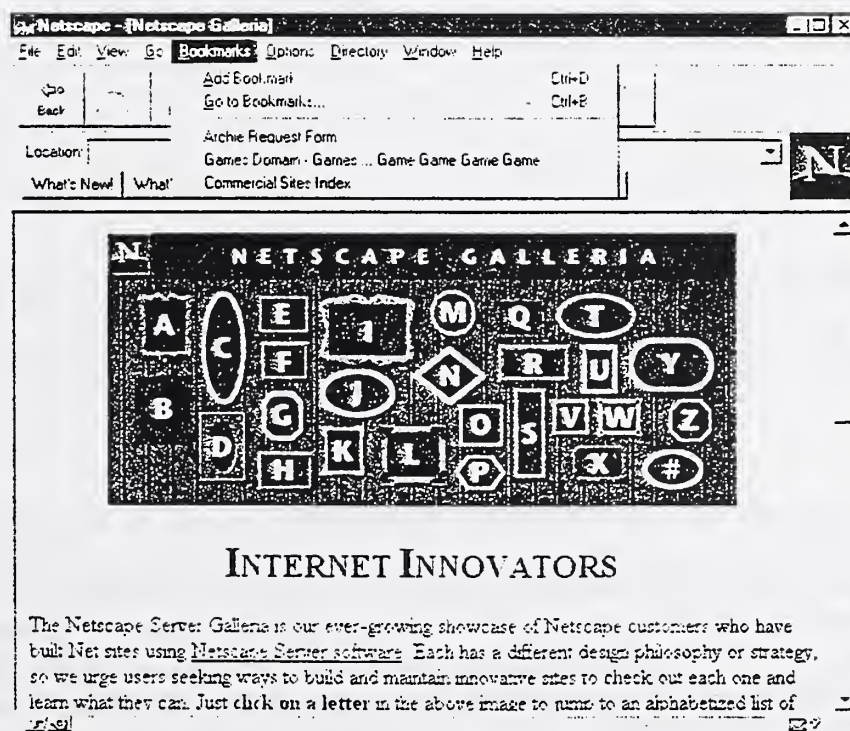
Netscape 2.0: Managing Bookmarks

DEFINITION: A bookmark is a URL (Uniform Resource Locator) that has been saved to a special list for quick retrieval.

To see the list of bookmarks you've saved, click on Bookmarks on the Menu Bar:

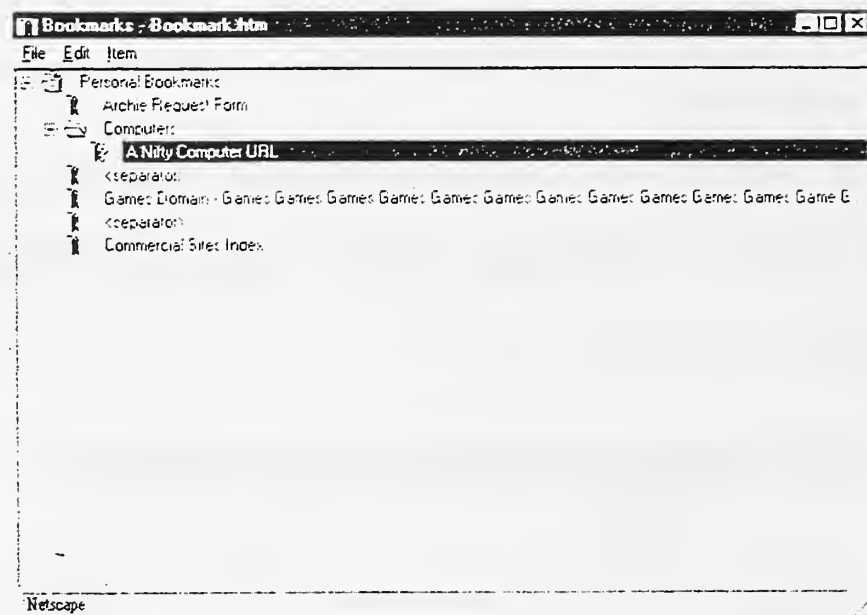
File Edit View Go Bookmarks Options Directory Window Help

Netscape will display the Bookmarks menu:



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Internet: dcrc@nal.usda.gov

To delete a bookmark, click on Bookmarks on the Menu bar. When the Bookmarks menu appears, click on Go to Bookmarks and the Bookmarks window appears:



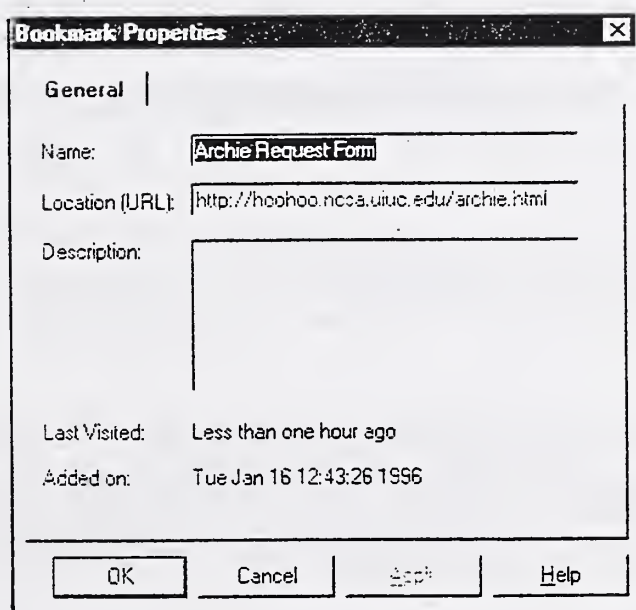
To connect to a bookmark from the Bookmark window, double-click on the name of the site.

To create a new bookmarks folder, first open the Bookmarks window by clicking on Bookmarks on the Menu bar and then choosing Go to Bookmarks. Highlight the existing folder under which the new folder should be created. Then, click on Item at the top of the window and choose Insert from this menu. This will open up the Bookmark Properties dialog box. Type the name of the header for the folder in the Name: window and press <enter>. The bookmark header will appear on the bookmark list, indented under the folder you had highlighted. Use this procedure to name as many bookmark folders as you wish. You may then use the same procedure to put sub-folders under these folders if you wish.

Once you have created a hierarchy of folders, you can begin to place bookmarks under the relevant folders. This can be done by placing the cursor on the bookmark to be moved, click on it and hold down the mouse button while you move the cursor to the entry on the bookmarks list immediately above where you wish to move the bookmark. When you are on this line, remove your finger from the mouse button and the bookmark should be moved to its new location.

Another method is to highlight the bookmark you wish to move and then click on Edit at the top of the window. Choose Cut from this menu. Move the cursor to the entry immediately above where you wish to place the bookmark, highlight the entry, then click on Edit and then on Paste. The bookmark will be copied in the space below the cursor.

You may also add bookmarks by moving the cursor to the position immediately above where you want the bookmark to appear and the clicking on Item at the top of the Bookmarks window. From this list, choose **Insert Bookmark**. The Bookmark Properties dialog box will appear:



Bookmark Properties

General

Name:

Location (URL):

Description:

Last Visited: Less than one hour ago

Added on: Tue Jan 16 12:43:26 1996

OK Cancel Apply Help

Enter the name of the bookmark in the window marked **Name:** and the URL of the bookmark in the window marked **Location (URL):**. You can also enter a brief description of the site if you wish. When you are finished, click on the OK button and the bookmark will appear on the list.

You can also insert horizontal lines to separate bookmarks. To do this, place the cursor on the line above where you wish to insert the separator and click on Item at the top of the Bookmarks window. Choose **Insert Separator** from the menu. A line will appear on your list of bookmarks.

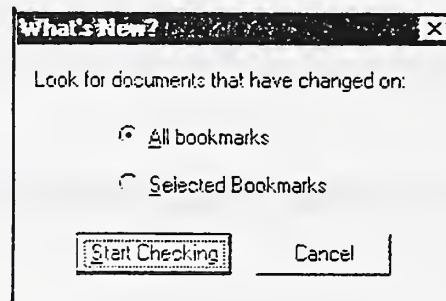
You can move bookmark folders by using the click and drag method. This moves the folder and all of the entries within that folder. If you delete a folder, you delete all of the entries within that folder.

If your list of bookmarks is getting rather long, you can double-click on the icon for the

folder to hide the entries within the folder. When you want to look at the entries, double-click on the icon again to reveal the bookmarks.

Checking for What's New

You can check all your bookmarks or selected bookmarks for changes that have occurred since you last visited them. Open the Bookmarks window. If you wish to scan only selected bookmarks, highlight them with your mouse. Choose **What's New** from the File menu. Netscape displays the What's New? dialog box:



If you want to check all of your bookmarks, click on the circle next to All bookmarks. If you want to check only those you highlighted, click on the circle next to Selectd Bookmarks. Then, click on the button labeled Start Checking. Netscape will report which sites have been updated or changed.

Exporting Bookmarks

To export your bookmarks, select Go to Bookmarks from the Bookmarks menu. The Bookmarks window appears. Select the bookmark file you want to export. From the Bookmark window's File menu, select Save As. Netscape displays the Save bookmarks file dialog box. Save the file just as you would any other file. Make sure you save it as an html file and that you save it to the appropriate drive and directory.

Importing Bookmarks

Select Go to Bookmarks from the Bookmarks menu. The Bookmarks window appears. From the File menu, choose Import. Netscape displays an Import bookmarks file dialog box. Navigate to where the html file is stored and then double-click on it. The new bookmarks will be added to the bottom of your current Bookmark list.

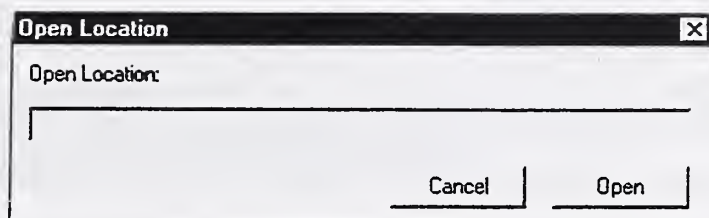
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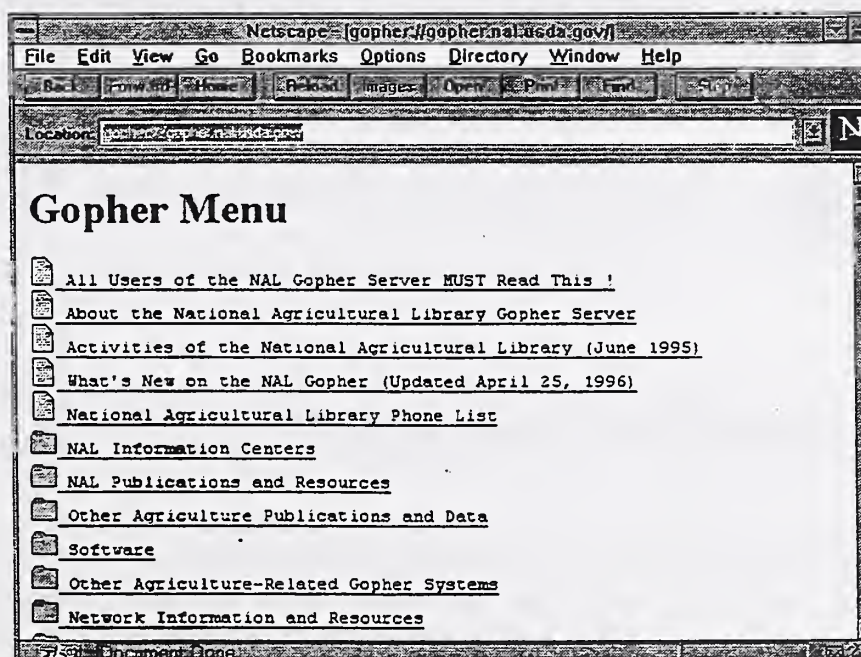
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Using Netscape to Access Gophers

To access Gophers, either click a Gopher hyperlink or type a Gopher URL in the Open Location dialog box. A Gopher hyperlink looks like any other hyperlink. To type a Gopher URL in the Open Location dialog box, click on the Open button in the Toolbar. This opens the Open Location dialog box so that you can type in the URL of the gopher. All Gopher URLs begin with the letters **gopher://**. For instance, to access the National Agricultural Library's Gopher, type: **gopher://gopher.nal.usda.gov**



The NAL Gopher menu appears:



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Hours: 8:00-4:30 Mon.-Fri.
Internet: dcrc@nal.usda.gov

When you access gophers using Netscape, each gopher menu is a list of hyperlinks. The different kinds of hyperlinks have different icons:



Another Gopher menu. Click on this link and Netscape displays another menu.



A document. Click on this link and Netscape displays the plain-text document on the screen.



A binary file. Click on this link and Netscape downloads the binary file.



A graphic. Click on this link and Netscape displays the graphic.



Perform a search. Click on this link and Netscape displays a search document. Type in the keyword(s) and click the Search button to perform the search.



Begin a Telnet session. Click on this link and Netscape will start a Telnet session.

Navigate through the Gopher using the Back and Forward buttons and hyperlinks.

Using Veronica to Search for Gopher Resources

Veronica is a program that searches for resources on Gophers. It scans an index of Gopher directory titles and document names. This isn't a fulltext search. To access Veronica, use the Open Location box to request one of the following URLs:

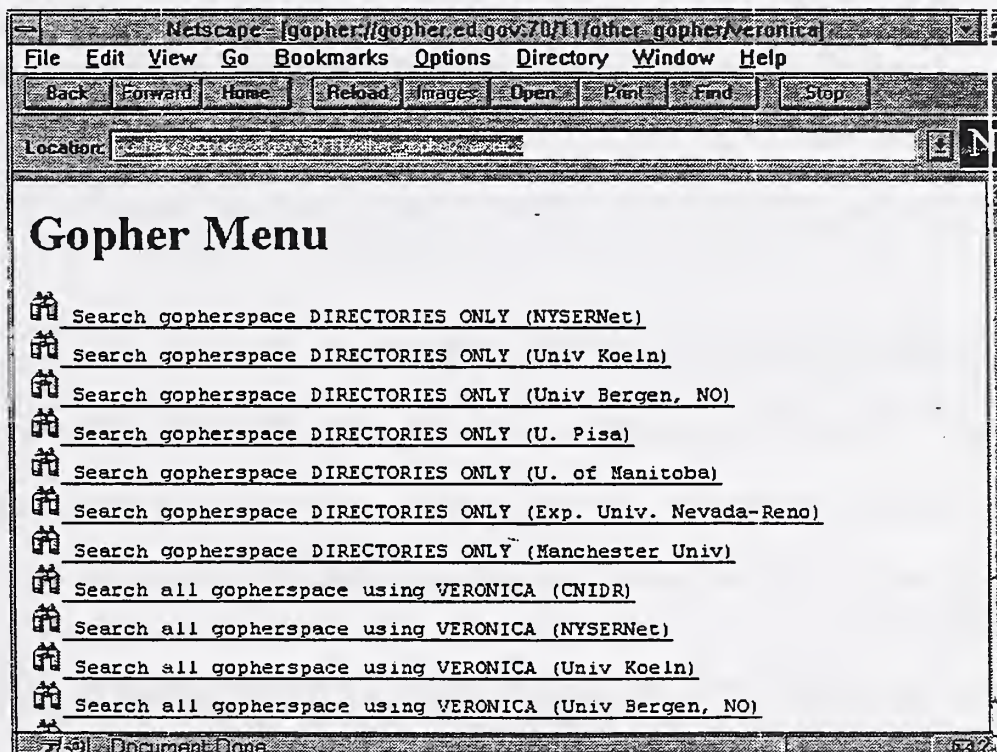
`gopher://gopher.ed.gov:70/11/other_gopher/veronica`

`gopher://minerva.acc.Virginia.EDU:70/11/internet/othergophers/Veronica`

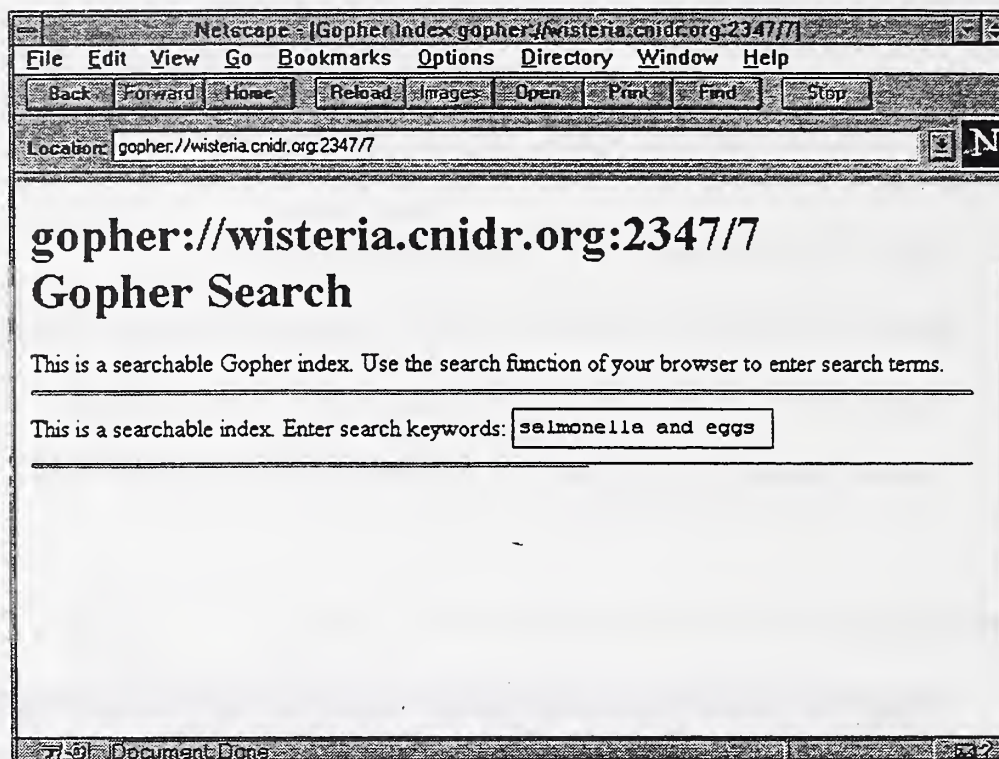
`gopher://sun.cis.smu.edu:70/11/off-campus/other-servers/veronica`

`gopher://gopher.tc.umn.edu:70/11/Other%20Gopher%20and%20Information%20Servers/Veronica`

Netscape displays the Veronica menu:



Choose one of the Veronica servers on the list. If you want a list of directory titles, pick one of the hyperlinks that begin: **Search gopherspace DIRECTORIES ONLY**. If you want a list of documents, pick one of the hyperlinks that begin: **Search all gopherspace using VERONICA**. A screen like the one on the next page appears.



Type in the word(s) you're searching for and the Veronica server will respond with a list of gopher resources. Each will be a hyperlink. Veronica servers are frequently busy, so you may have to try another Veronica server or try this Veronica server again later.

SOME HINTS FOR GETTING BETTER RESULTS

Veronica searches aren't case-sensitive, so **hunter** and **Hunter** will achieve the same results.

You can use **and**, **or**, and **not**. Veronica searches assume an **and** in between words.

There's no way to specify adjacency, so **sustainable agriculture** will be searched as **sustainable and agriculture**.

Words are searched as words, not as character strings. You can truncate by putting an ***** at the end of a word. **farm*** will retrieve farm, farmer, farmed, farming, etc.

You can nest terms by using parentheses. **(tomato* or broccoli) and pesticides** will retrieve sources that include the word pesticides, plus either the word broccoli or any word beginning tomato.

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Using Netscape to Access Telnet

Telnet allows you to execute commands on a remote computer as if you were logged in locally. Netscape doesn't include a Telnet helper application, instead you must configure Netscape to launch the telnet helper application that you install on your computer.

To begin a Telnet session, click on a telnet hyperlink or click on the Open button on the Toolbar. The Open Location dialog box appears. Type the URL (Uniform Resource Locator) for the telnet site in the slot that says **Open Location:**. The URL for a telnet session will always begin **telnet://**

In some cases, you will need to login using a particular word or to put in a password. If the Telnet server asks you what kind of terminal you're using, type **VT100**.

During a Telnet session, if the screen is blank, press the enter key. If you need to correct a typing mistake, you can usually use the backspace key. If you want to access the onscreen help, type **?** and press the enter key.

When you want to end the Telnet session, double-click the Control menu icon (large hyphen in the upper left corner of the screen).

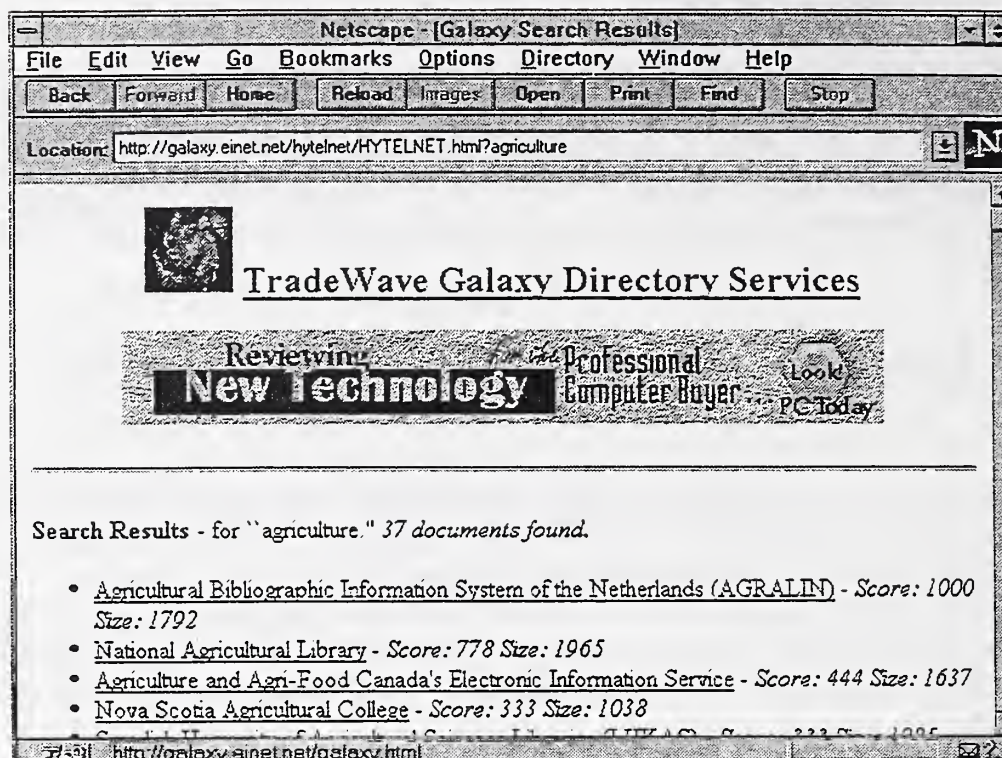
Once you have started a Telnet session, you are at the mercy of the programmer who created the application you're using. Each application will be different, so you will want to follow any on-screen directions you see or use the on-screen help command when necessary.

Identifying Telnet Sites

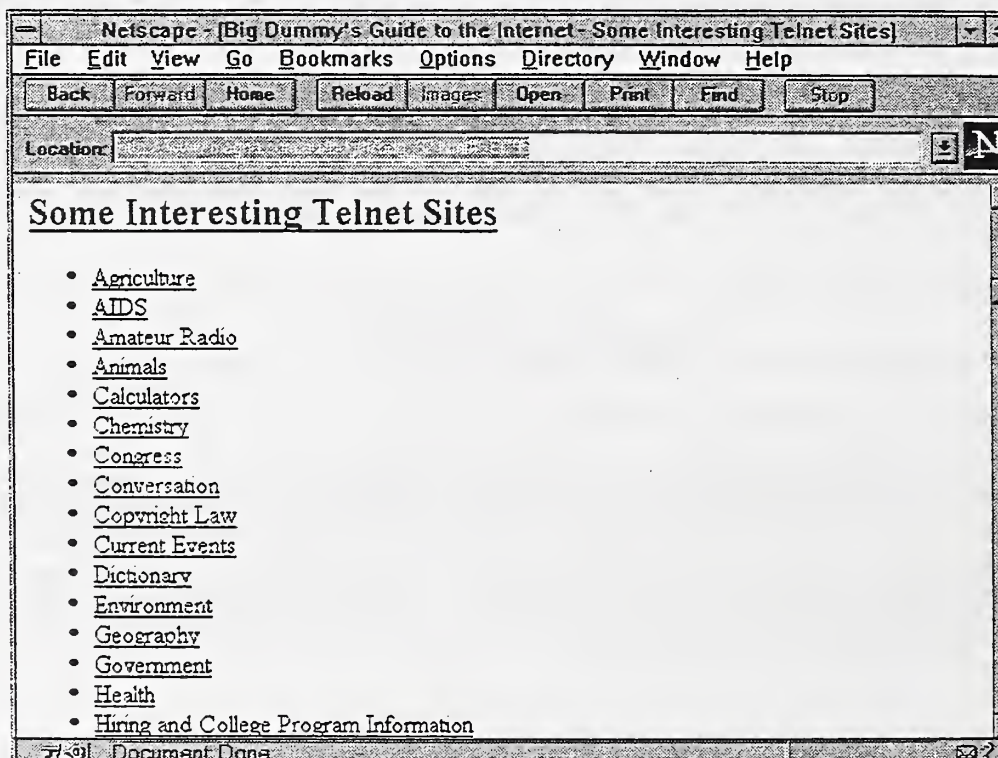
A World Wide Web site called Hytelnet indexes Telnet sites by subject. To access it click on the Open button on the Toolbar and request the URL **<http://galaxy.einet.net/hytelnet/HYTELNET.html>**. Click on the search hyperlink and a search form appears. Type in your search word(s) and Hytelnet will display a list of telnet sites. Click on any hyperlink and a screen with information about the site appears. Click on the hyperlink on this page and Netscape connects to the telnet site. A list of sites that include the keyword "agriculture" is displayed on the next page.



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A site that lists telnet sites, by category, may be found at http://www.magna.com.au/bdgtti/bdg_92.html#SEC95. To find a list of telnet sites, click on the desired category.



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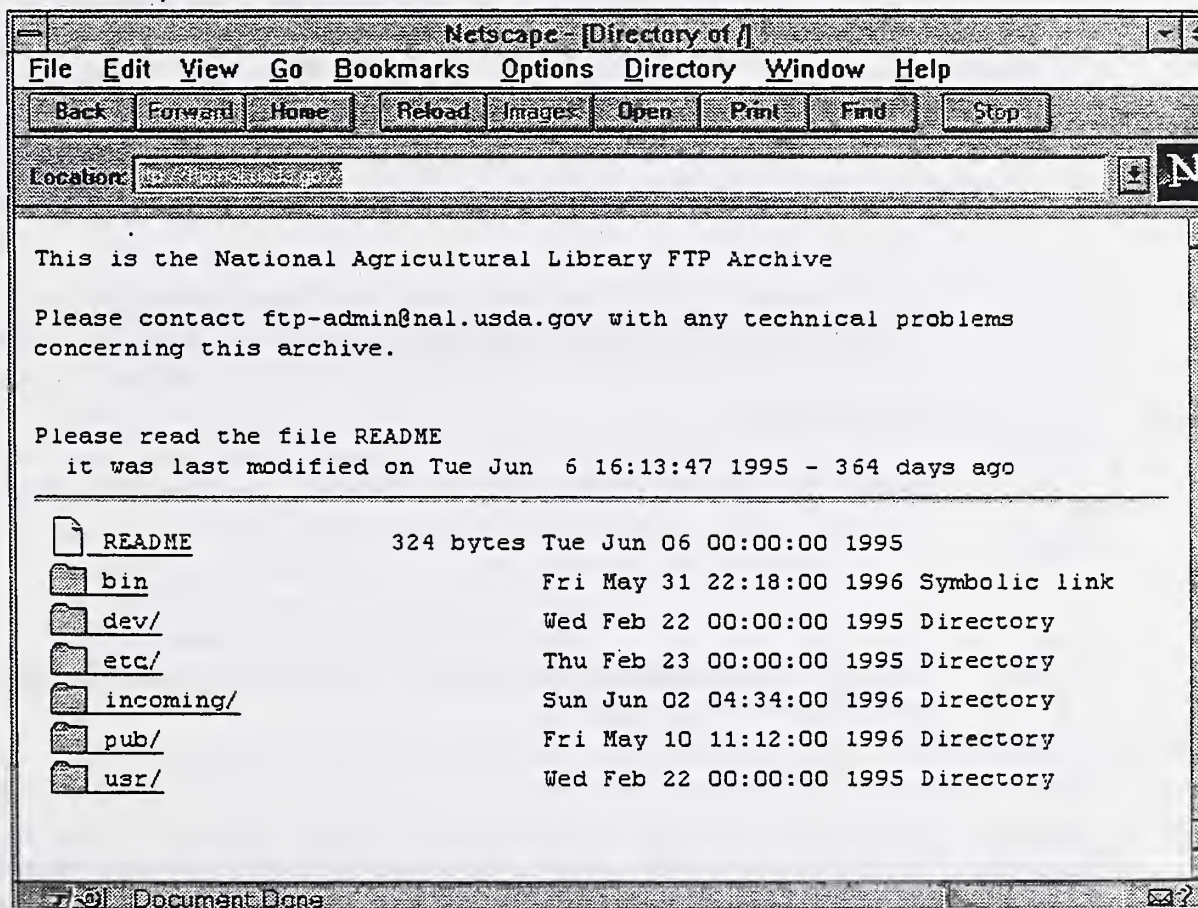


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Using Netscape for Anonymous FTP

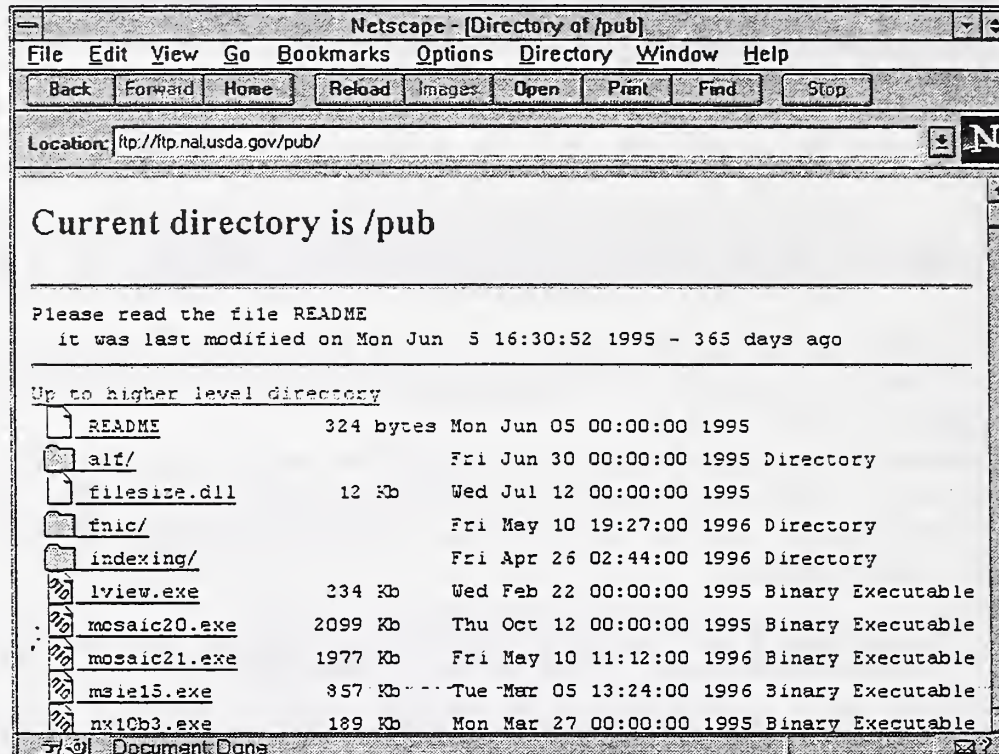
FTP is short for file transfer protocol, a function that transfers files from one computer to another. Netscape will transfer files from a remote computer to your computer, but not from your computer to a remote computer.

To access an anonymous ftp site, click on the Open button on the Toolbar. The Open Location appears. Type in the URL (Uniform Resources Locator) in the box labeled **Open Location:**. The URL for an ftp site will begin **ftp://** Netscape logs onto the ftp site and the top level of the directory appears:



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Hours: 8:00-4:30 Mon.-Fri.
Internet: dcrc@nal.usda.gov

Click on the hyperlink to one of the next level of directories and that directory will be displayed:



Netscape uses icons to indicate the file type:



A text document. Click on the hyperlink and Netscape displays the text of the document. A README document usually contains valuable information about the files in the directory. You should read it before doing anything else.



A graphic. Click on the hyperlink and Netscape downloads the graphic.



A document or file that Netscape couldn't identify. Click on the hyperlink and wait to see what happens.



A movie or animation. Click on the hyperlink and Netscape downloads an MPEG or Quicktime movie.



A program. Click on the hyperlink and Netscape downloads the software.



A compressed file. Click on the hyperlink and Netscape downloads the file and uncompresses it.



A sound. Click on the hyperlink and Netscape downloads and plays the sound.



A subdirectory. Click on the hyperlink and Netscape displays another directory.

When you want to move back up one level in the hierarchy of directories, click on the hyperlink that says Up to higher level directory. Don't use the Back button on the Toolbar or you may become disoriented and lost within the hierarchy.

Using Archie to Find FTP Resources

Archie is a search tool that hunts for FTP files. To perform an Archie search, use one of the ArchiePlex sites. ArchiePlex sites in the United States include:

<http://www.lerc.nasa.gov/archieplex/doc/form.html>

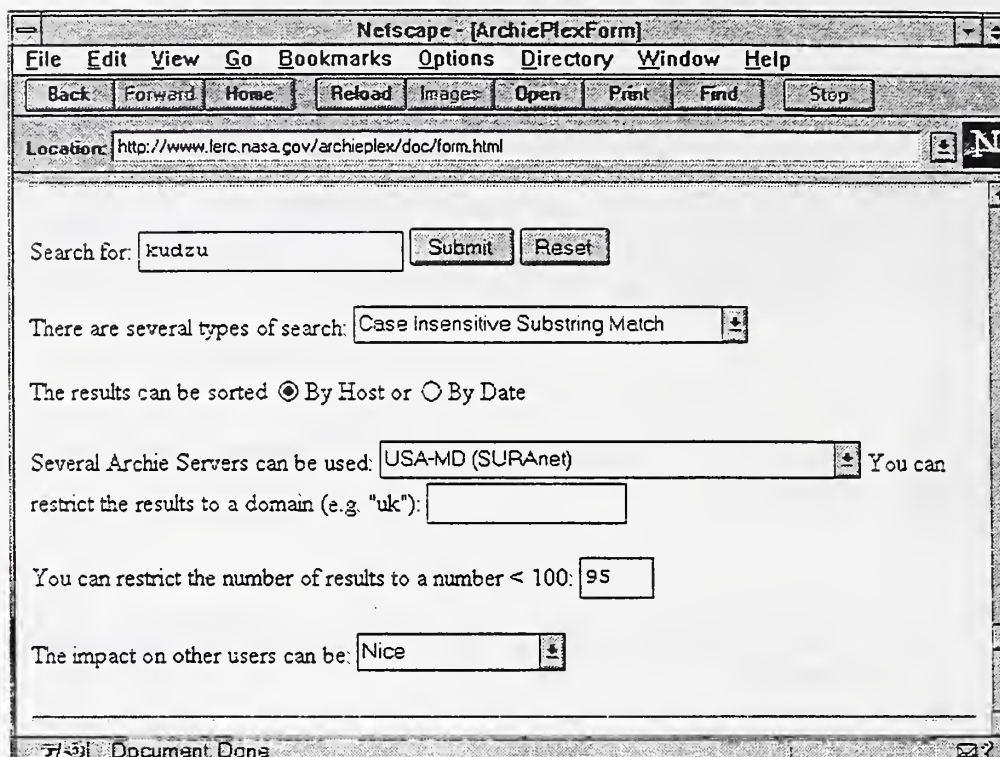
<http://www.amdahl.com/internet/archieplex/form.html>

<http://hoohoo.ncsa.uiuc.edu/archie.html>

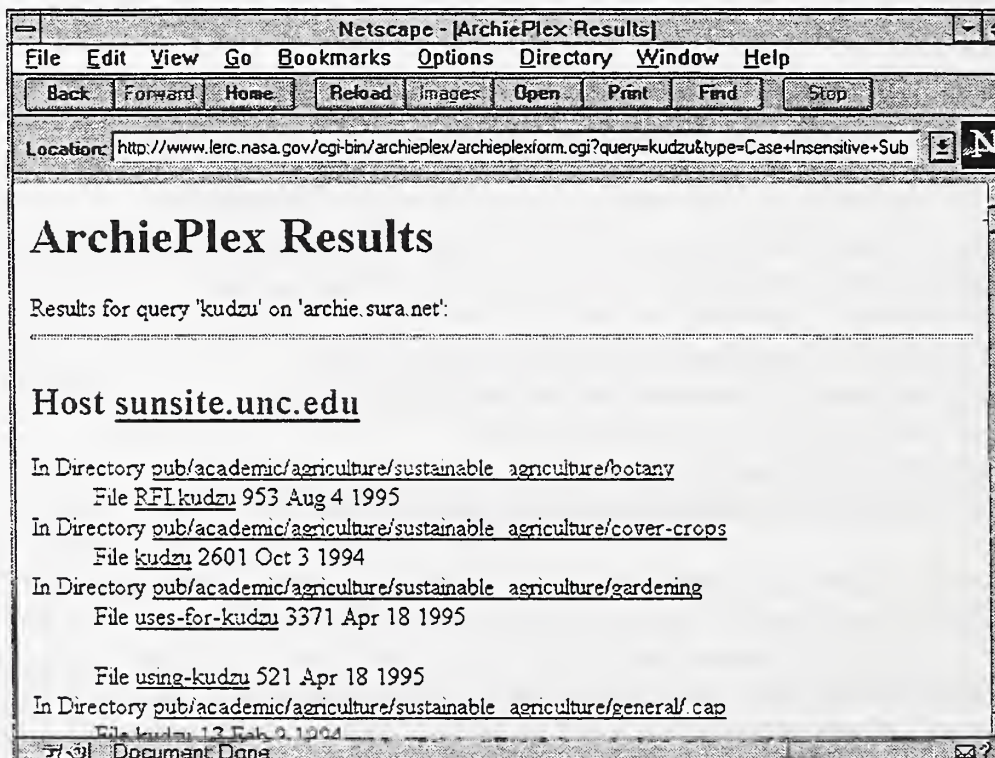
<http://www.csbsju.edu/archie.html>

http://www.aros.net/gateways/archie_gateway.html

Type any of these addresses in the Open Location dialog box. The ArchiePlex home page appears. Click on the hyperlink for the search form and type in the name of the file you want to retrieve. If you don't know the entire name of the file, type as much as you know. You'll probably want to leave Archie on the default setting, **Case Insensitive Substring Match**. The results will automatically be sorted by host, but you can click on **By Date** to see the results with the most recent version of the program first. In the box that says **Several Archie Servers can be used**, pick the server closest to you. You can also restrict the number of results you receive. You should always leave the default for **The impact on other users can be set to Nice**.



The results will include the name of the host, the directories and subdirectories, and the name of the file, all as hyperlinks.



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I N F O R M A T I O N

Using Yahoo! to Search the World Wide Web

URL: <http://www.yahoo.com>

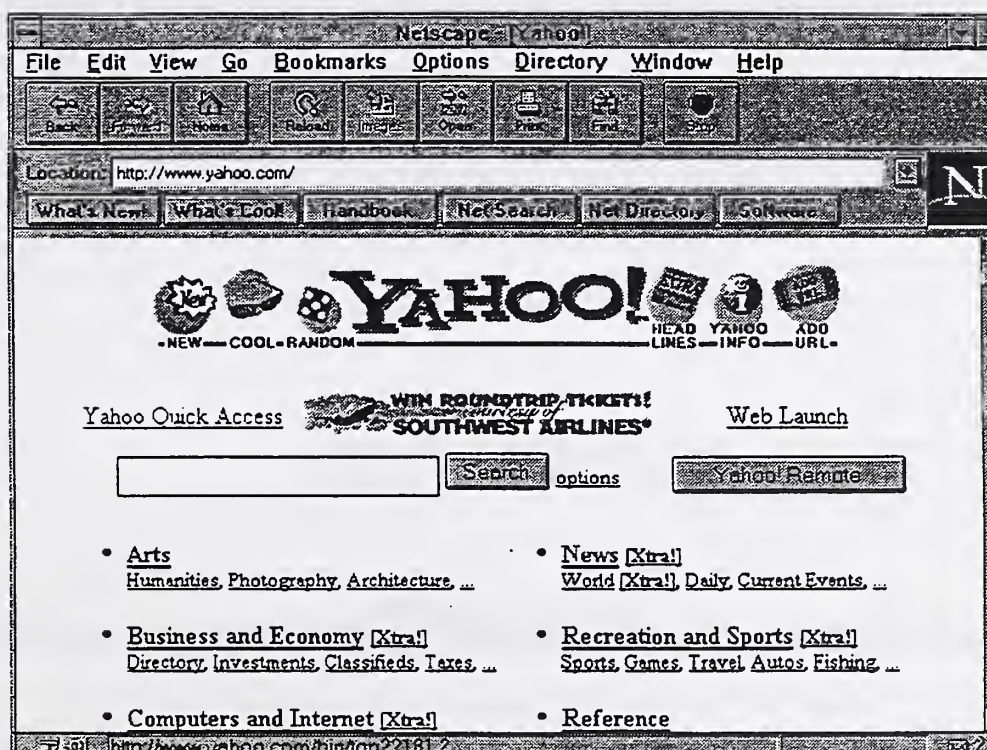
Indexes: World Wide Web pages

Searches: Titles, URLs and comments

Yahoo! provides both a directory and a search engine. It also has a list of new sites, a list of cool sites, a list of the most popular sites, a link to any randomly-selected site, and access to the top Reuters news stories.

DIRECTORY

The Yahoo! home page displays the top level of the directory's hierarchy:



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Click on one of the categories and Yahoo! displays the next level down. Continue with this until you reach the specific category you want. The @ symbol at the end of a category means that the heading is listed in multiple places within the Yahoo! hierarchy. Clicking on the heading will connect you to the primary location in the hierarchy for that heading. The [Xtra!] tag next to a category links to the Reuters newsfeed for that subject. The (33) next to a category indicates that there are 33 entries categorized under that subject heading. The NEW tag indicates an entry that's been added within the past week. If the tag is next to a directory heading, it indicates that the directory's hierarchy has been modified in the last three days.

SEARCH ENGINE

Click on **Options** on the home page to display the search form. Type in one or more keyword and Yahoo! searches titles, URLs and comments for World Wide Web sites. It searches for pages that contain all of the keywords you typed unless you click on the button next to "At least one of the *keys* (boolean or)". It searches the keywords you typed as character strings, rather than words, unless you click on the button that says "Complete words".

Netscape - [Yahoo Search]

File Edit View Go Bookmarks Options Directory Window Help

Back Forward Home Reload Images Go Open Print Find Stop

Location: <http://www.yahoo.com/search.html>

What's New! What's Cool! Handbook Net Search Net Directory Software

Find all matches containing the *keys* (separated by space)

Search ☒ Yahoo! ☐ Usenet ☐ Email Addresses

Find matches that contain

☐ At least one of the *keys* (boolean or)

☒ All *keys* (boolean and)

Consider *keys* to be

☒ Substrings

☐ Complete words

Display matches per page

Other Search Engines

Document Done



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INFORMATION

Using Lycos to Search the Internet

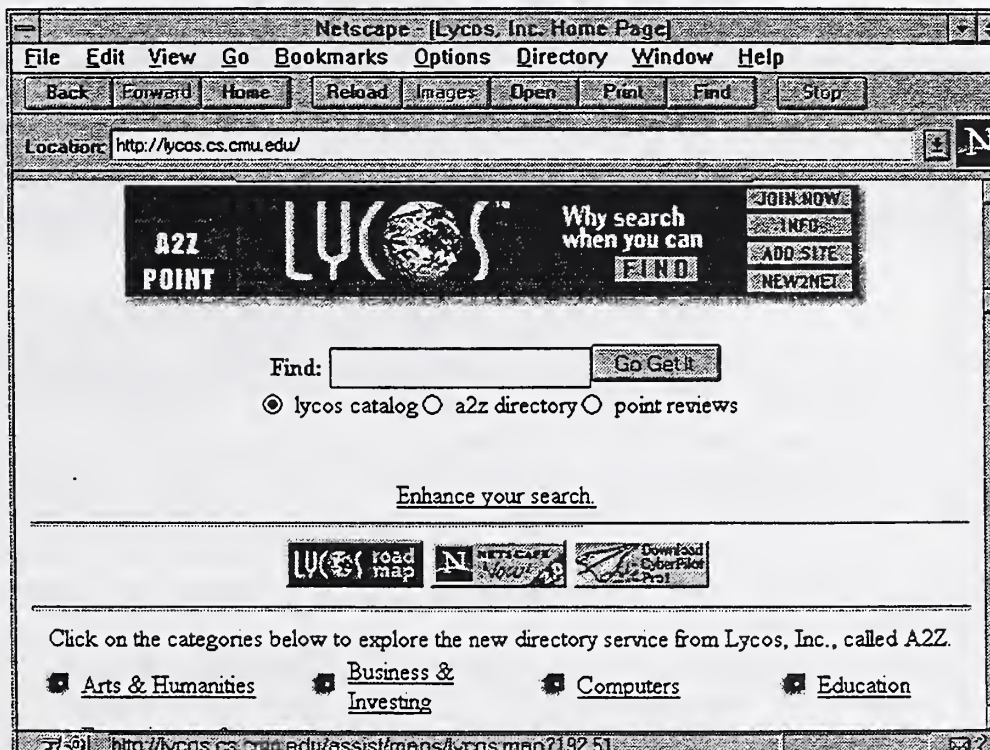
URL: <http://www.lycos.com>

Indexes: World Wide Web pages, gophers, ftp sites

Searches: Titles, URLs, headings, subheadings, the 100 most statistically significant words, and the smaller of the first twenty lines or 20% of the content

Lycos claims to index 90% of the World Wide Web. It includes the browsable A2Z directory and a search engine.

The home page displays the top level categories of the A2Z directory. Click on one of the categories and it displays the next level of categories.



You can type in your keywords in the search box on the home page or click on **Enhance your search** to display a more complete search form. Lycos will automatically search for any of the words you typed. To search for sites that include all of the terms you typed in, pull down



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Internet: dcrc@nal.usda.gov

the "match any term (OR)" window and pick "match all terms (AND)". You can also choose other options, such as "match any 2 terms."

Netscape - [Lycos Search Form]

File Edit View Go Bookmarks Options Directory Window Help

Back Forward Home Reload Images Open Print Find Stop

Location: http://lycos.cs.cmu.edu/lycos-form.html

What's New! What's Cool! Handbook Net Search Net Directory Software

A2Z POINT LYCOS Why search when you can FIND JOIN NOW INFO ADD SITE NEW2NET

Lycos Search

Query: ostrich -recipe Search

Search Options: match any term (OR) loose match

Display Options: 10 results per page standard results

- [Search language help](#)
- [Formless Interface](#)

Document Done

Lycos will automatically perform a "loose match" of your terms, which will retrieve more sites, but will also retrieve a greater number of less relevant sites. To retrieve fewer, but more relevant sites, click on the "loose match" window and pick "strong match".

Lycos will automatically list ten results per page. Click on the "10 results per page" button and select 20, 30, or 40 results per page. Lycos will always retrieve all sites that match your keywords. At the end of each page of results is a link to the next page of results.

Lycos doesn't use the NOT search term, but you can eliminate many sites that include a word by prefacing it with a "-".

Lycos doesn't search for a "+" or a number at the beginning of a word. It also won't search for words with less than three letters.

Results are displayed in order by the rating assigned to each entry, with the highest score a 1.000. Lycos assigns a higher score to sites that include the exact terms you entered while sites with similar words will be given lower scores.

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I N F O R M A T I O N

Using Alta Vista to Search the Internet

URL: <http://www.altavista.digital.com/>

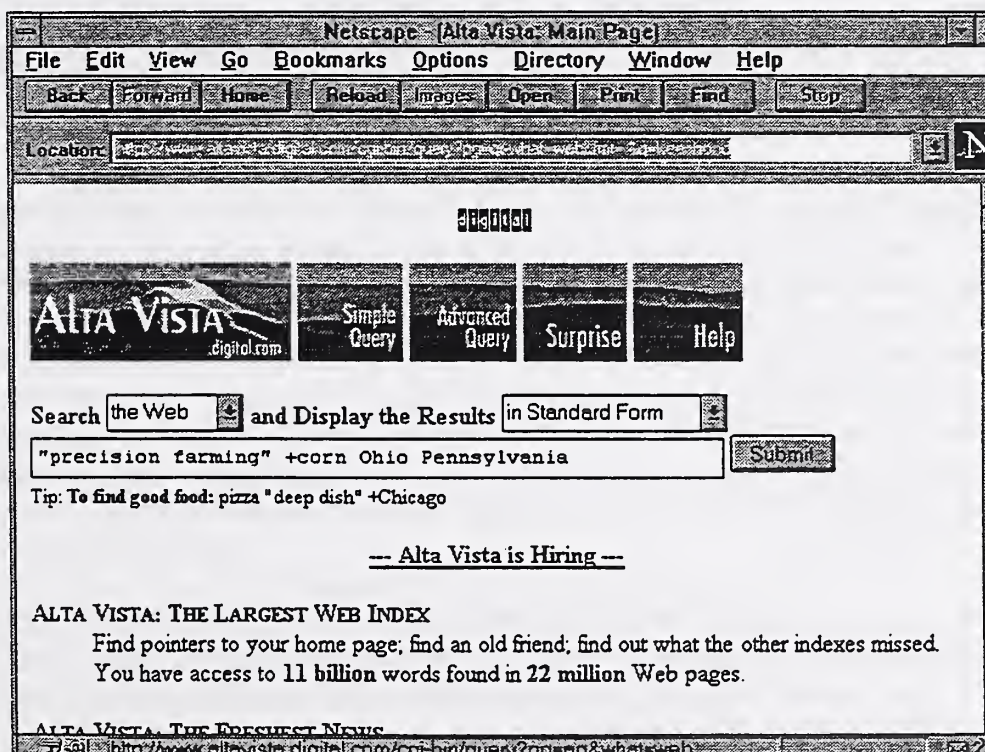
Indexes: World Wide Web pages and Usenet posts

Searches: Fulltext

Alta Vista offers both simple and advanced searches.

Simple Queries

The home page displays the search form for simple queries.



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To perform a search, type in the keywords. Alta Vista will find sites that include as many of the keywords as possible. There are a number of search and display options:

Adjacency

"sustainable agriculture" or organic-farming will search for the phrase

Case-sensitivity

jersey will retrieve jersey or Jersey

Jersey will retrieve only Jersey

Required keywords

+listeria eggs poultry chicken turkey will retrieve records that include the word listeria. The records may include the words eggs, poultry, chicken, or turkey, but may not include these words.

Not operator

-eggs retrieves records that don't contain the word eggs.

Truncation

salmon* retrieves records that include words such as salmon, salmonella, etc.

Specifying where the term is located in Web pages

anchor:apple retrieves pages with the word apple in the hyperlink.

applet:NervousText retrieves pages that contain a Java Applet tag with the applet class NervousText.

host:nal.usda.gov retrieves pages with nal.usda.gov in the name of the Web server.

image:goat.jpg retrieves pages with goat.jpg in the name of an image tag.

link:nal.usda.gov retrieves pages that link to any page with nal.usda.gov in its URL.

text:Glickman retrieves pages that include the word Glickman in the text of the page.

title:"Foreign Agricultural" retrieves pages that include the phrase Foreign Agricultural in the title of the page.

url:pork retrieves sites that include the word pork in the URL of the site.

Specifying where the term is located in Usenet news articles:

from:farmer@aol.com retrieves news articles with the words farmer@aol.com in the From: field.

subject:"sustainable agriculture" retrieves news articles with the phrase sustainable agriculture in the Subject: field.

newsgroups:sci.environment retrieves news articles from the Usenet group sci.environment.

summary:farm* retrieves all news articles with the words farm, farmer, farming, etc. in the summary.

keywords:USDA retrieves all news articles with the word USDA (all in caps) in the keyword list.

Although you can't specify how the answers to a simple query will be ranked, Alta Vista ranks them according to a ranking based on whether the query terms are found near the beginning of a page, whether they are in close proximity to each other, and the number of times the document contains the query terms.

Advanced Queries

To perform an advanced query, click on the Advanced Query internal navigation button at the top of the page and fill in the form. Case-sensitivity, truncation, phrasing, etc. are the same as in the simple query. However, search operators are different:

The screenshot shows a Netscape browser window titled "Netscape - [Alta Vista: Advanced Query]". The address bar displays "http://www.altavista.digital.com/cgi-bin/query?pg=aq&what=web". The search bar contains the text "Search the Web and Display the Results in Standard Form". Below this, the "Selection Criteria" section states: "Use only Advanced Query Syntax with AND, OR, NOT and NEAR. Simple Query Syntax will not work!". The search query entered is "precision-farm* and (corn or soybeans or beans)". The "Results Ranking Criteria" section states: "documents containing these words will be listed first. If left blank, the matching documents will not be sorted." The ranking field contains the word "Ohio". At the bottom, there are fields for "Start date:" and "End date:" with the example "e.g. 21/Mar/96". A "Submit Advanced Query" button is located below these fields. The browser's status bar at the bottom shows "Document Done".

AND, and, &

Retrieves entries that contain both words (ex.: cats and dogs)

OR, or, |

Retrieves entries that contain either word (ex.: poultry or chicken)

AND NOT, and not

Retrieves entries that don't contain the word (ex.: poultry and not turkey)

NEAR, near, ~

Retrieves entries that contain the two words within ten words of each other (ex.: organic near garden*)

Nesting with parentheses

Combines terms and operators to clarify a complicated search.

Examples:

(tomatoes or peppers) and cultivation retrieves pages that include information on the cultivation of either tomatoes or peppers.

Ranking Results in the Advanced Query

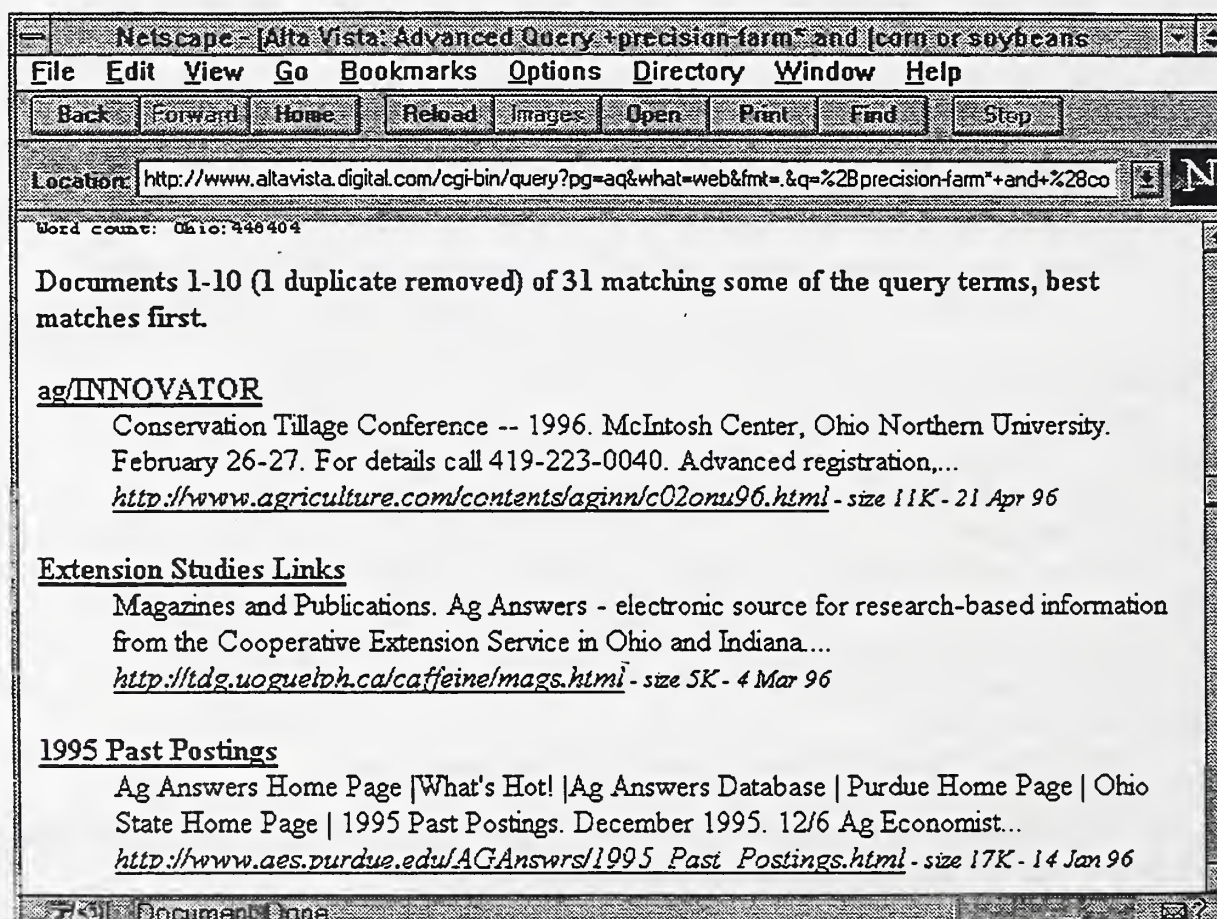
Alta Vista will rank the answers to an advanced query based on the term in the Ranking Field of the query form. If the word in the Ranking field is the same as one of the terms in the

Search field, it will simply rank the terms in order, with the entries that contain the word in the Ranking field placed first. If the word in the Ranking field is not in the Search field, it serves as an additional search term and narrows the search further.

Search field (sustainable near agriculture) and (tomatoes or peppers)
 Ranking field
 Result 1000 documents found

Search field (sustainable near agriculture) and (tomatoes or peppers)
 Ranking field tomatoes
 Result 1000 documents found (ranked so that the documents with matches for tomatoes are ranked first)

Search field (sustainable near agriculture) and (tomatoes or peppers)
 Ranking field broccoli
 Result 100 documents found (ranked so that the documents with matches for broccoli are listed first.



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Free Guides to Using the Internet

Guides That Are Accessible by E-Mail

NewbieNewz

This mailing list is for Internet neophytes who want help in learning to use the Internet.

To subscribe, send the message:

subscribe NewbieNewz

to: **NewbieNewz-request@IO.COM**

Roadmap, by Patrick Crispen

A series of 27 lessons, designed for beginners. A new class begins every two weeks.

To subscribe, send the message:

SUBSCRIBE ROADMAP96 YOURFIRSTNAME YOURLASTNAME

to: **LISTSERV@LISTS.INTERNIC.NET**

The Whole Internet...By E-Mail! Doctor Bob's Guide to Offline Internet Access, by Bob Rankin

A guide for those who have only e-mail access. It explains how to use gopher, ftp, archie, veronica, usenet, WAIS, and World Wide Web by e-mail.

To get an e-mail copy, send the message:

send usenet/news.answers/internet-services/access-via-email

to: **mail-server@rtfm.mit.edu**



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Guides That Are Accessible on Gophers

Electronic Frontier Foundation's Guide to the Internet

An extensive guide to Internet navigational tools. Includes information for beginners and intermediate users.

Point your browser at: **gopher://gopher.eff.org:70/00/EFF/netguide.eff**

Gopher to the Electronic Frontier Foundation's gopher:

gopher gopher.eff.org

Step 1: **ELECTRONIC FRONTIER FOUNDATION FILES & INFORMATION/**

Step 2: **EFF's Guide to the Internet [large; text file version]**

Let's Go Gophering, by Richard J. Smith and Jim Gerland

A course that introduces Gophers.

Point your browser at: **gopher://cwis.usc.edu:70/11/Other_Gophers_and_Information_Resources/Gopherin**

Gopher to the University of Southern California gopher:

gopher cwis.usc.edu

Step 1: **Other Gophers and Information Resources/**

Step 2: **How to Use Gopher (free course)/**

Guides Available by Anonymous FTP

Doctor Bob's Guide to Offline Internet Access, by Bob Rankin

A guide for those who have only e-mail access. It explains how to use gopher, ftp, archie, gopher, veronica, usenet, WAIS, and World Wide Web by e-mail.

Point your browser at: **ftp://rtfm.mit.edu/pub/usenet/news.answers/internet-services/access-via-email**

FTP to the MIT ftp site:

ftp rtfm.mit.edu

cd /pub/usenet/news.answers/internet-services

get access-via-email

Electronic Frontier Foundation's Guide to the Internet

An extensive guide to Internet navigational tools. Includes information for beginners and intermediate users.

Point your browser at: **ftp://ftp.eff.org/pub/Net_info/EFF_Net_Guide/netguide.eff**

FTP to the Electronic Frontier Foundations's FTP site:

```
ftp ftp.eff.org
cd /pub/Net_info/EFF_Net_Guide
get netguide.eff
```

Entering the World Wide Web: Guide to Cyberspace, by Kevin Hughes

A detailed guide to using the World Wide Web.

Point your browser at: **<ftp://ftp.eit.com/pub/eit/web.guide/guide>**

Point your browser at: .61

FTP to the EIT ftp site:

```
ftp ftp.eit.com
cd /pub/eit/web.guide
get guide.61.txt
```

Guides Available on the World Wide Web

BCK2SKOL Lessons

A series of lessons, for beginners, that includes e-mail, telnet, gophers, ftp, etc.

Point your browser at: **<http://web.csd.sc.edu/bck2skol/fall/fall.html>**

A Beginner's Guide to Effective E-Mail, by Kaitlin Duck Sherwood

A guide to using e-mail in the most effective manner.

Point your browser at: **<http://www.webfoot.com/advice/email.top.html>**

EFF's (Extended) Guide to the Internet

An extensive guide to Internet navigational tools. Includes information for beginners and intermediate users.

Point your browser at: <http://www.eff.org/papers/eegtti/>

Entering the World Wide Web: Guide to Cyberspace, by Kevin Hughes

A detailed guide to using the World Wide Web.

Point your browser at: <http://www.eit.com/web/www.guide/>

Internet Den

Tutorial on using the world wide web and Microsoft's Internet Explorer.

Point your browser at: http://www.actden.com/net_den/index.htm

Internet Guides, Tutorials, and Training Information, from the Library of Congress

A page that includes links to some of the best Internet tutorials and guides. It has a separate section of tutorials for beginners.

Point your browser at: <http://lcweb.loc.gov/global/internet/training.html>

ISS101 - Internet Survival Skills

An Internet tutorial that includes e-mail, gopher, telnet, world wide web, ftp, etc. Available for MS-Windows, Macintosh, or UNIX.

Point your browser at: <http://www.hcc.hawaii.edu/iss/>

NetCoach: Newbie No More

Internet tutorial that includes e-mail, gopher, telnet, newsgroups, gopher, WAIS, ftp, world wide web, etc.

Point your browser at: <http://www.netcoach.com/>

Netscape 2.0 Tutorial

Tutorial from the AIM Laboratory at the University of Illinois at Urbana-Champaign. It covers navigation, e-mail, newsgroups, java, etc.

Point your browser at: <http://w3.ag.uiuc.edu/aim/2.0/tutorial/>

NETLiNkS! Newbie Help Link: Recommended Reading

Includes links to an extensive list of guides, manuals, and dictionaries about the Internet.

Point your browser at: <http://www.netlinks.net/Netlinks/NEWBIE/NEWBIE1.HTML>

Roadmap 96, by Patrick Crispen

A series of 27 lessons, designed for beginners.

Point your browser at: <http://ua1vm.ua.edu/~helpdesk/roadmap.html>
or: <http://www.campus.mci.net/roadmap96/>
or: <http://rs.internic.net/roadmap96/>

The Spider's Apprentice: How to Use Web Search Engines

Tutorial on using world wide web search engines.

Point your browser at: <http://www.monash.com/spidap.html>

The Whole Internet...By E-Mail! Dr. Bob's Guide to Offline Internet Access, by Bob Rankin

A guide for those who have only e-mail access. It explains how to use gopher, ftp, archie, veronica, usenet, WAIS, and world wide web by e-mail.

Point your browser at: <http://www1.mhv.net/~bobrankin/inetbook.txt>

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Notes:



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Some Interesting Internet Sites

AGRICULTURE

AgDB

<http://agnic.nalusda.gov/agdb/>

Guide to agricultural databases, with links to the databases which are on the Internet.

AgNIC

<http://www.agnic.org>

A distributed network to provide access to agriculture-related information.

Agricultural Economics Virtual Library

<http://www.ttu.edu/~aecov/>

Links to sites with information on agricultural economics.

Agricultural Fact Book

<http://www.usda.gov/factbook/contents.htm>

Facts and data about agriculture.

Agricultural Statistics 1995-96

http://www.usda.gov/nass/pubs/agr95_96/acro9596.htm

Agricultural data.

Agriculture (Engineering and Technology)

<http://galaxy.einet.net/galaxy/Engineering-and-Technology/Agriculture.html>

Links to many agricultural sites on the Internet.

Agriculture: WWW Virtual Library

http://ipm_www.ncsu.edu/cernag/cern.html

Links to many agricultural sites on the Internet.

Census of Agriculture

<http://govinfo.kerr.orst.edu/ag-stateis.html>

Data from the 1982, 1987, and 1992 Censuses of Agriculture.

FAOSTAT Database Collections

http://apps.fao.org/lim500/agri_db.pl

Searchable databases on production, trade, commodity supply and demand, population, land use, and fisheries.



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Internet: dcrc@nal.usda.gov

Global Agribusiness Information Network

<http://www.milcom.com/fintrac/>

Information and data about agriculture commerce: market analyses, postharvest handling, wholesale prices, and crop production guides.

Livestock Virtual Library

<http://www.ansi.okstate.edu/library/>

Links to Internet sites with information about livestock.

Market News & Agricultural Statistics (NCSU)

http://ipm_www.ncsu.edu/markets/markets.html

Links to sites that contain information about agricultural markets and agricultural statistics.

National Agricultural Library

<http://www.nal.usda.gov/>

Information about the Library, links to agricultural sites, and a link to ISIS, the Library's online catalog.

National Agricultural Statistics Service

<http://www.usda.gov/nass/>

Links to NASS statistical publications and information about the work of the agency.

New Crop Resource Online Program

<http://www.hort.purdue.edu/newcrop/home>

Information about new crops.

Not Just Cows, by Wilfred Drew

<http://www.snymor.edu/~drewwe/njc/njcmain.htm>

A guide to Internet resources on agriculture.

Oklahoma Cooperative Extension's Guide to Agricultural Web Sites

http://www.okstate.edu/OSU_Ag/agedcm4h/bobslist.htm

Links to agricultural sites.

U.S. Department of Agriculture

<http://www.usda.gov/>

Information about USDA and links to USDA agencies.

U.S. State Agricultural Sites

<http://agrinet.tamu.edu/universi/default.htm>

Links to agricultural sites, organized by state.

COMPANY INFORMATION & TELEPHONE DIRECTORIES

555-1212.com

<http://www.555-1212.com>

Searchable databases of area codes; country codes; personal e-mail addresses; telephone numbers for people, businesses, and governments; fax numbers; and toll free numbers.

Area Codes

<http://www.xmission.com/~americom/aclookup.html>

Searchable index of area codes and country codes.

AT&T 800 Number Directory

<http://www.tollfree.att.net/dir800/>

Searchable index to toll-free telephone numbers.

Big Yellow

<http://s11.bigyellow.com/>

Searchable database of over 16 million companies in the U.S.

BigBook Directory Search

<http://www.bigbook.com/>

Searchable index to over 11 million U.S. businesses, complete with street-level maps.

Blue Directory of Food & Beverage Businesses

<http://www.pvo.com/pvo-plus/Food-Bev/>

Directory of Internet sites for food and beverage companies.

EDGAR

<http://www.sec.gov/edgarhp.htm>

Searchable database of SEC filings from publicly-owned companies in the U.S.

EXPO Guide

<http://www.expoguide.com>

A list of trade shows, conferences, and exhibitions.

Hoover's Online!

<http://www.hoovers.com/>

Information on more than 8,000 companies, stock quotes, SEC filings.

InfoSpace

<http://www.infospaceinc.com/>

Directories of people, businesses, yellow pages, and fax numbers for the U.S. and Canada.

Also has government blue pages and toll free number directories for the U.S.

Internet 800 Search

<http://inter800.com/>

A searchable directory of toll-free telephone numbers.

National Address Server

<http://www.cedar.buffalo.edu/adserv.html>

Searchable database of Zip+4 codes.

Telephone Directories on the Web

<http://www.c2.org/~buttle/tel/>

Links to telephone, fax, and business directories from all over the world.

Thomas Register

<http://www.thomasregister.com:8000/>

Searchable version of Thomas Register, a guide to manufacturing and service companies in the U.S. and Canada.

Trade Show Central Home Page

<http://www.tscentral.com/>

Searchable database of over 8,500 trade shows from around the world.

U.S. Export Directory

<http://maingate.net/us-exports.html>

Searchable database of 14,000 companies that produce goods or services for export.

World Wide Yellow Pages

<http://search1.yellow.com/cgi-bin/SearchWWYP>

Searchable database of companies on the Web.

Yahoo! Reference: Phone Numbers

http://www.yahoo.com/Reference/Phone_Numbers

Links to telephone directories on the Internet.

Yellow Pages Online, Inc.

<http://www.ypo.com/>

Searchable directory of over 18 million business in the U.S.

YellowNet World-Wide Pages

<http://www.yellownet.com/>

Searchable database of telephone numbers for over 17 million businesses.

Zip Codes

<http://www.usps.gov/ncsc/>

Searchable database of zip+4 codes.

CONSUMER RESOURCES

Consumer Information Catalog

<http://www.pueblo.gsa.gov/catalog.htm>

Text of GSA's Consumer Information Catalog, with fulltext of some of the pamphlets from the catalog.

Consumer World

<http://www.consumerworld.org/>

Links to over 600 consumer-oriented sites.

ECONOMICS & STATISTICS

Bureau of Labor Statistics

<http://www.bls.gov>

Statistics on unemployment, wages, consumer price index. etc.

Business & Economics Numeric Data

<http://www.clark.net/pub/lschank/web/ecostats.html>

Links to sites with business and economic data.

Census Bureau

<http://www.census.gov>

Documents and datasets from the U.S. Census Bureau.

County & City Data Books (1988 & 1994)

<http://www.lib.virginia.edu/socsci/ccdb>

Information from the U.S. Census Bureau's 1988 and 1994 County and City Data Books.

Dr. Ed Yardeni's Economics Network

<http://www.webcom.com/~yardeni/economic.html>

Economic data and graphs. Some files are available only to subscribers.

Government Information Sharing Project

<http://govinfo.kerr.orst.edu/>

Demographic, agricultural, economic, and educational data.

Resources for Economists on the Internet

<http://gopher.econ.lsa.umich.edu/EconFAQ/EconFAQ.html>

A very large list of Internet sites with economic information.

Statistical Resources

<http://www.clark.net/pub/lshank/web/govstats.html>

Links to statistical resources.

USDA Economics & Statistics

<http://usda.mannlib.cornell.edu/usda/usda.html>

Statistical data and publications from USDA's ERS, NASS, and WAOB. The datasets are in Lotus 1-2-3 format.

WebEc:World Wide Web Resources in Economics

<http://www.helsinki.fi/WebEc/>

Links to economic sites.

FORESTRY

Forest Industry Network

<http://www.forestind.com/index.html>

Includes business directories, log prices, etc.

LL Bean's Park Search Site

<http://www.llbean.com/parksearch/>

Basic information on national forests, including address, phone number, and facilities.

National Forests (GORP)

http://www.gorp.com/gorp/resource/US_National_Forest/main.htm

Descriptions of National Forests, from the Great Outdoor Recreation Pages.

WWW Virtual Library: Forestry

<http://www.metla.fi/info/vlib/Forestry.html>

Links to forestry sites.

GOVERNMENT & LEGAL INFORMATION

Catalog of Federal Domestic Assistance

<http://www.gsa.gov/fdac/queryfdac.htm>

Searchable version of the guide to federal government programs that award money to people and organizations within the U.S.

Federal Bulletin Board

<http://fedbbs.access.gpo.gov>

Downloadable files of U.S. government information. Includes GAO Reports, State Dept. documents, etc.

Federal Government Information on the Internet

<http://www.unlv.edu/library/GOVT/>

Links to U.S. government information, arranged by subject.

Federal Web Locator

<http://www.law.vill.edu/Fed-Agency/fedwebloc.html>

Links to many U.S. government sites.

GovBot Search Engine

http://www.business.gov/Search_Online.html

Searchable database of over 106,000 government web pages.

Government Resources on the Web

<http://www.lib.umich.edu/libhome/Documents.center/govweb.html>

Links to government sites from all levels of government worldwide.

GPO Access

<http://www.gpo.ucop.edu/>

U.S. government databases, including the Congressional Record, Federal Register, GAO reports, Congressional bills, public laws, U.S. Code, etc.

GPO Access

<http://thorplus.lib.purdue.edu/gpo/>

U.S. government databases, including the Congressional Record, Federal Register, GAO reports, Congressional bills, public laws, U.S. Code, etc.

InfoSpace

<http://www.infospaceinc.com/>

Phone directory that includes government bluepages for the U.S.

Lawlinks Index

<http://www.kentlaw.edu/lawnet/lawlinks.html>

Links to legal sites.

LawLinks.com: The Internet Legal Resource Center

<http://lawlinks.com>

Links to many legal sites.

Lectric Law Library

<http://www.lectlaw.com>

Links to legal sites.

Migrating Government Publications

<http://www.people.memphis.edu/~mapepin/migrate3.htm>

Links to fulltext U.S. government publications on the Internet.

State & Local Government on the Net

<http://www.webcom.com/~piper/state/states.html>

Links to sites from state and local governments.

Thomas

<http://thomas.loc.gov>

U.S. legislative information, including a searchable database of Congressional bills and the Congressional Record.

White House Electronic Publications

<http://www.whitehouse.gov/WH/Publications/html/Publications.html>

Searchable database of presidential speeches and documents.

WWW Virtual Library: Federal Government

<http://www.lib.lsu.edu/gov/fedgov.html>

Links to sites with information about and from the U.S. government.

SEARCH TOOLS & INDEXES

2ask

<http://www.2ask.com/>

Links to searchable databases on many topics.

Alta Vista

<http://www.altavista.digital.com/>

Fast search engine with a large database of Web pages and Usenet postings.

Beaucoup!

<http://www.beaucoup.com/engines.html>

Links to hundreds of search engines and databases.

Infoseek Ultra

<http://ultra.infoseek.com/>

Fast search engine with a large database of Web pages.

Internet Sleuth

<http://www.isleuth.com/>

Links to searchable databases on many topics.

Lycos

<http://lycos.cs.cmu.edu/>

Search engine with a large database of Web pages, Gopher sites, and Anonymous FTP sites.

Medline via HealthGate

<http://www.health.com/HealthGate/MEDLINE/search.shtml>

Searchable bibliographic database of articles from medical journals.

MetaCrawler

<http://metacrawler.cs.washington.edu:8080/>

Searches nine web search engines simultaneously.

UnCoverWEB

<http://www.carl.org/uncover/>

Searchable bibliographic database of articles from over 17,000 periodicals.

WWW Virtual Library: Subject Catalogue

<http://www.w3.org/pub/DataSources/bySubject/Overview.html>

Links to sites that gather together the links to specific subjects. Organized by subject.

Yahoo!

<http://www.yahoo.com/>

Directory of Web pages by subject and a search engine that is particularly valuable for popular topics.

VIRTUAL REFERENCE DESKS

Atlanta Desk Reference

<http://userwww.service.emory.edu/~jselani/adr.html>

Links to many useful and interesting sites.

Berkeley Public Library's Index to the Internet

<http://www.ci.berkeley.ca.us/bpl/bkmk/index.html#search>

Links to interesting and useful Internet sites.

Infomine

<http://lib-www.ucr.edu>

Links to over 7,000 scholarly resources on the Internet.

Internet Public Library

<http://ipl.sils.umich.edu/>

Links to many Internet sources. Pick the Reference Room to find links to reference sources.

Martindale's The Reference Desk

<http://www-sci.lib.uci.edu/HSG/Ref.html>

Links to many interesting and useful sites.

Professor Gigabyte's Gateways to Infinity

<http://www.dana.edu:80/~dwarman/>

Links to useful and interesting sites.

Virtual Library (University at Albany Libraries)

<http://www.albany.edu/library/newlib/index.html>

Links to useful and interesting sites.

WEATHER

Intellicast

<http://www.intellicast.com/>

4-day forecasts and links to radar and satellite images for cities worldwide.

New Jersey Online Weather

<http://www.rainorshine.com/weather/index/sites/njo>

Current conditions and 5-day forecasts for cities worldwide.

NOAA Netcast

<http://netcast.noaa.gov/cgi-bin/page?pg=netcast>

Five-day forecasts for U.S. and Canadian cities, searchable by airport code, city name, or zip code.

Organised Weather Links: Global Weather Servers

http://www.comet.net/weather/servers/owl_global_servers.html-ssi

Links to sites worldwide that give weather information and forecasts.

Texas A&M Weather: Current Weather

<http://www.met.tamu.edu/personnel/students/weather/current.html>

Current weather conditions for U.S. cities. Choose from a clickable map.

USA Today: Weather

<http://www.usatoday.com/weather/wfront.htm>

5-day forecasts for cities worldwide. Has an extensive list of international cities.

Weather Channel

<http://www.weather.com>

Current conditions and weather forecasts for cities worldwide, weather news, etc.

WeatherNet: WeatherSites

<http://cirrus.sprl.umich.edu/wxnet/servers.html>

Links to an extensive list of weather sites.

Yahoo! Weather

<http://www.wni.com/yahoo/>

5-day forecasts and links to satellite photos for cities worldwide. Has an extensive list of international cities.

10/1/96--cas

Notes:

Answer Key to NASS on the Internet Exercises

Exercise 1: *The reports can be verified from the Agricultural Statistics Board Calendar.*

Exercise 2: Home Page

Publications

Reports by Calendar

July

Agricultural Chem. Usage, Fruit

agricultural chemical useage fruit 07.17.96

Part 1. *Fruit*

Find

apples

Find Next (3 times)

Part 2. *California applied insecticide to 86% of acreage.*

Back (3 times)

September

September 19, 1996 reports

Part 3.

Hops - used in beer.

Potatoes - used to make vodka.

Exercise 3: Home Page

Data Search

Keyword Search

field crops

OK

Part 1.
Search result -- 9 database descriptions found.

Part 2. Field Crops: Final Estimates --
Type of file -- *Data-set, based on the icon.*

(Alternate data access: Home Page; Historic Data; NASS Data Products; Crop and Livestock Data)

Exercise 4: Home Page
Data Search
List by Title

“R”

Rankings

Rankings, 1995

Rankings by commodity

fieldcrp.txt

Find

hay

Find Next (3 times)

Top 3 All Hay producing states -- SD, CA, TX

(Alternate data access: Home Page; Historic Data; NASS Data Products; Crop and Livestock Data)

Exercise 5: Home Page
Data Search
List by Title

“C”

Crops County Data

Part 1. *1995 are the most recent available.*

Crops County Data, 1995

README.DOC (3 screens down)

Part 2. *The data are fixed field (column) based on the record format.*

3 more screens down

Part 3.

"Recommendations for file handling" contains information for database and spreadsheet applications.

(Alternate data access: Home Page; Historic Data; NASS Data Products; Crop and Livestock Data)

Exercise 6: Home Page
Data Search
List by Title

"C"

Crops by State

README.DOC - (4 screens down)

The corn series begins with the 1866 crop.

(Alternate data access: Home Page; Historic Data; NASS Data Products; Crop and Livestock Data)

Exercise 7: Home Page
Publications
Subscribe E-Mail
Down 1 screen - read instructions
Find

peanut

Find Next
Subscribe peanut-stocks

Notes:

Introduction Slide Show Presentation

Frame 1

Introduction to Netscape for NASS

Carol Singer
NAL, DCRC
Reference Librarian

Joyce Bolton
NAL, ISD
Computer Instructor

Frame 2

*This introductory level
Netscape class covers the
following:*

- ☐ Introduction to the World Wide Web
- ☐ Netscape screen display
- ☐ Basic navigation skills
- ☐ Managing documents

Frame 3

*The Internet is a network of
computer networks connecting
thousands of computers and
millions of people together
world-wide.*

- ☐ communication
- ☐ information resources

Frame 4

*The Internet began in the 60's
by the Department of Defense as
a way to transfer information
between computers, which
originally was known as the
ARPANET.*

Frame 5

*The World Wide Web offers a
simple, consistent interface to
many of the vast resources
available on the Internet.*

Frame 6

*The World Wide Web is also
known as the:*

- ☐ Web
- ☐ WWW
- ☐ W3

Frame 7

The Web is based on the Hypertext or Hypermedia principle; media includes:

- ☐ Text
- ☐ Sound
- ☐ Images
- ☐ Movies

Frame 8

Hypertext Document - A document that contains data, and possibly, links to other documents on the Internet.

Hypermedia Document - A document that contains multiple types of media; text, pictures, graphics, sounds, etc.

Frame 9

Selecting Links perform any of the following actions:

- ☐ Retrieve and display the document
- ☐ Move to another location in the current document
- ☐ Retrieve an image file or audio file
- ☐ Access various Internet services; FTP, Gopher, etc.

Frame 10

Browser

☐ A program that you use to read a Web document. As you follow one link to another, you are navigating the Internet.

☐ Text-based - Lynx, LineMode

☐ Hypertext

☐ Graphical - Netscape, Mosaic

☐ Hypermedia

Frame 11

Web terminology

- ☐ HTTP
- ☐ HTML
- ☐ URL

Frame 12

HTTP = HyperText Transfer Protocol

☐ HTTP in front of an address indicates a hypertext document.

☐ HTTP is the protocol used by the Web to move data from place to place.

Frame 13

HTML = HyperText Markup Language

- ☐ Used to insure that users with different types of computers could read the information consistently.
- ☐ HTML is a set of commands that describes how a document is structured.

Frame 14

URL = Uniform Resource Locator

- ☐ URLs were developed to provide the Web with a standard way of referencing an item.
- ☐ A URL is a complete description of the item, containing the location of the item you want to access.
- ☐ URLs are not limited to HTML documents.

Frame 15

URLs consists of 3 parts

- ☐ type of server used for the transfer protocol
 - ☐ *http://*
- ☐ address of machine name
 - ☐ *sunsite.unc.edu*
- ☐ full pathname of the item
 - ☐ */heliocentric.html*

Frame 16

Different Transfer Protocols

- ☐ HTTP server, *http://*
- ☐ FTP server, *file://* or *ftp://*
- ☐ Gopher server, *gopher://*
- ☐ WAIS server, *wais://*
- ☐ Telnet server, *telnet://*

Intermediate Slide Show Presentation

Frame 1

Intermediate Netscape for NASS

Carol Singer
NAL, DCRC
Reference Librarian

Joyce Bolton
NAL, ISD
Computer Instructor

Frame 2

*This Netscape class covers
the following:*

- ☐ Managing Bookmarks
- ☐ Searching with Alta Vista
- ☐ Using Yahoo!

Frame 3

Bookmarks

- ☐ A URL that has been saved to a special list for quick retrieval.
- ☐ Eliminates users having to remember and type long and complicated URLs.

Frame 4

Bookmark topics:

- ☐ Saving bookmarks
- ☐ Deleting bookmarks
- ☐ Modifying bookmarks
- ☐ Creating a new folder
- ☐ Moving bookmarks
- ☐ Collapsing and expanding folders
- ☐ Exporting and Importing bookmark files

Frame 5

Alta Vista

- ☐ Search engine that gives you access to an index of 30 million Web pages found on 275,600 servers and 4 million articles from 14,000 Usenet newsgroups.
- ☐ Accessed over 21 millions times per weekday!

Frame 6

Alta Vista - Simple Search

- ☐ type in keywords; many search options available
- ☐ locates sites that include as many of keywords as possible
- ☐ answers ranked based on how many search terms appear and number of times found in the document

Frame 7

Alta Vista - Advanced Search

- ☐ many search options - same as available in the simple query as well as the ability to use operators to combine words and phrases.
- ☐ operators include: and, or, not, near

Frame 8

Yahoo!

- ☐ Yahoo! is a searchable, browsable hierarchical index of the Internet.
- ☐ Yahoo! lists sites and organizes them into appropriate subject categories
- ☐ supports browsing and searching

Frame 9

***Yahoo = Yet Another
Hierarchical Officious
Oracle***

- ☐ developers selected the name as they considered themselves yahoos

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